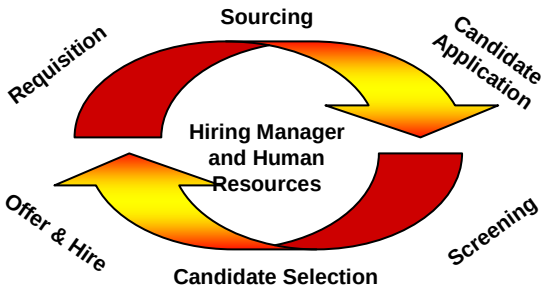
Introduction

Experience In Motion

Welcome to Flowserve's Talent Acquisition System



Flowserve's Talent Acquisition process is a series of collaborative activities between Hiring Managers and Human Resources to identify talent for open positions and future opportunities. The Talent Acquisition process serves to link the business strategy in the identification of talent internally and externally to meet the goals of the organization. This process includes the following steps:

- **Requisition approval**
- **Position sourcing and job posting**
- **Candidate application**
- **Resume / CV review**
- **Candidate selection through interviews**
- **Offer letter and hire**

The applicant tracking module supports the Talent Acquisition process by assisting our Human Resources professionals in talent sourcing, identification, and internal movement of talent. The global requisition system enables hiring managers to submit and approve requisitions online, as well as review candidate resume/CV information via email.

Implementation of the Talent Acquisition process allows Flowserve to have a world-class recruiting process and pipeline for talent. This is accomplished through process consistency, global compliance activities, development of talent pools, and strong reporting and metrics.

Introduction

System Overview

This product is 100% web-based software and requires an Internet connection and a Web browser (such as Microsoft Internet Explorer). If you are using Microsoft Internet Explorer version 7x, automatic cookie override should be accepted (advanced privacy). Below are a few more details about the system.

Note: There are a few browser settings needed to insure the system is operating correctly:
In the Tools > Internet Options > General > Settings select "Every Visit to the Page"
Disable any pop-up blockers for the site.

Talent Acquisition System Basics

Save Your Work

Because the system is a web-based application, there are no automatic save functions. It is very important for you to save any entries or edits before clicking a link or moving to another page. There are save features on every editable page. There are multiple Save buttons available when editing profiles. Any of these Save buttons can be used to save the entire page.

Log Out

Always log out of the system; do not close the browser window to exit the Talent Acquisition System. This ensures your session has ended.

Open New Window

Within the system you have the ability to open content in a separate window. Right-click on any link in the application and select "Open in New Window" to open a secondary window without losing your place in the system. Secondary windows, when opened this way, are easy to identify because they do not have the left NavBar. We do not recommend using the "Open New Window" option from the browser File menu since multiple main windows may become confusing.

Browser Toolbar Options

The use of the Back and Forward buttons within the system is discouraged because the results are not always what you might expect. You may be sent back to My Desktop or Workbench with your work unsaved. Other buttons like Print and Favorites may be used. Edit > Find on the menu bar is a useful feature in finding specific text (CTRL F on the keyboard). In addition, the Cut, Copy, and Paste functions are always useful.

Refreshing

As you begin working in the Talent Acquisition System you may find it useful to Refresh your screen after certain updates have been made.

Note: We recommend right-clicking your mouse in the frame you want to refresh and selecting Refresh from the right click menu.

Profiles

A Profile contains information unique to a specific entity. In addition to your own information located in your Human Resources Profile you will most often be working with the following Profiles:

- Department Profile
- Hiring Manager Profile
- Requisition Profile
- Candidate Profile

These Profiles may be quickly accessed from the left NavBar.

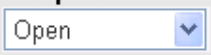
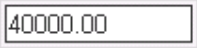
System Terminology

Listed below are some terms and symbols used in the Talent Acquisition System along with their definitions.

Term	Definition
%	Wildcard - The percent sign is used as the wildcard symbol in CE. It can be used in a search to represent one or many unknown characters in the beginning, middle, or at the end of a word.
NavBar	An abbreviation for the left Navigation Bar.
Workbench	A workspace in the application. Examples include: Hiring Manager Workbench, Interview Workbench, and Candidate Workbench.
Req	Abbreviation for Requisition or Requisition Profile.
Activities	Activities are items tracked on Profiles. For example, to send an email to a Hiring Manager a Send Email Activity is selected from the Add Activity link on the Hiring Manager profile. The Activity is recorded in the Activity History on the Profile with a date and time stamp.
Actions	Almost all Activities involve Actions. In the above example the Action behind the Activity is the actual composing and sending of the email. Without an Action the Activity would just be the date and time stamp.
Frames	Different sections of a web page that may function independently. There are four frames in CE (Desktop, Top Frame, Left NavBar, Bottom NavBar).
Cookies	Temporary files used by the browser to hold information.
Workflow	The term used to describe your hiring process in CE.
E Sample Employee	A red E before a Candidate's name designates that the Candidate is an employee. This E will appear automatically when a Candidate is hired in CE.
Referral Name **R**	A blue R after a Candidate's name designates that this Candidate has been referred by an employee.
D Sample Manager	A green D before a users name designates a Hiring Managers Delegate. Any user in the system may be assigned as a Delegate.
FE Sample Employee	A former employee is identified by a blue "FE" in front of the candidates name.
V Vendor Name	Candidates submitted by vendors are distinguished by a violet V preceding their name.

Field Types

The following Field Types are used in the Talent Acquisition System:

Field Type	Format / Action
Drop-Down 	Click the drop-down arrow for a list of options
Data Selector	Replaces a standard drop-down list for larger data lists, such as a Requisition template when creating a new requisition.
Date Fields	Requires month/day/full year (mm/dd/yyyy) Click the small calendar icon to display a calendar from which you can choose a date.
Numeric Fields 	Requires numeric entries. No dollar signs or commas are supported. Numbers are automatically formatted after entry.
Clock Pop Up Boxes	Click the small clock icon next to the date field to display a listing of times.

Hiring Manager Workbench Overview

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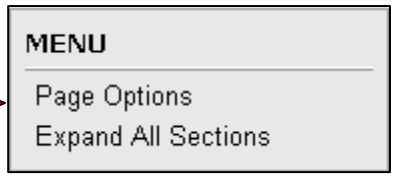
Hiring Manager Workbench Overview

By clicking on the **Page Options** link in the Menu section, you will open the Page Options window. From this window, you can make a selection on the sections that you want to appear on your workbench.



Open Requisitions - Open Requisitions allows you to view and access all of your open requisitions. To view a requisition profile, click on the title of the Requisition. You can also Filter by other Hiring Managers that report to you. By doing this you will have the ability to see all of their open requisitions on your workbench.

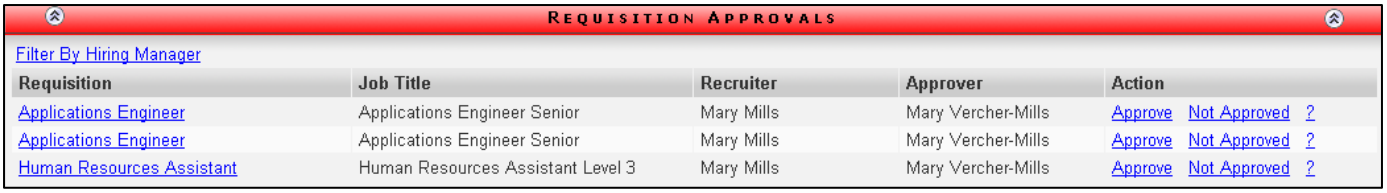
OPEN REQUISITIONS

Filter By Hiring Manager

Requisition	Job Title	Recruiter	Hiring Manager	Location
Administrative Assistant	Administrative Assistant Level 1	Julie Rowe	Mary Vercher-Mills	AU_Coniston_WOL
Applications Engineer	Applications Engineer Associate	Mary Mills	Mary Vercher-Mills	US_Memphis_MPS

Requisition Approvals - Requisition approvals provides you access to requisitions that require your approval. You can click on the **Approve** or **Not Approve** links under the Action column to take appropriate action on the requisition. By clicking either link, you are brought to a page where you can note the reason for approval or disapproval. Once you have taken action on the requisition, it is removed from this area.

For your convenience, if you choose to email the recruiter on the requisition, you may click the Question Mark (?). Note, this email is not recorded in the Talent Acquisition System.

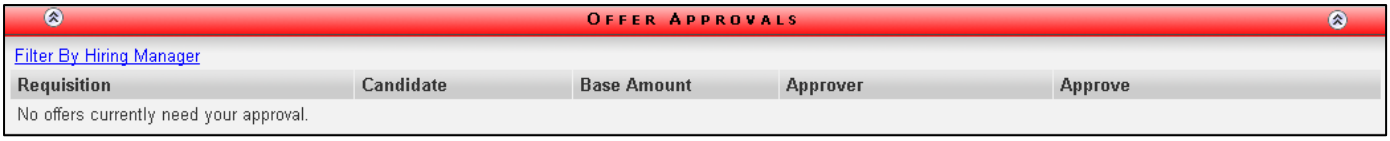


REQUISITION APPROVALS

Filter By Hiring Manager

Requisition	Job Title	Recruiter	Approver	Action
Applications Engineer	Applications Engineer Senior	Mary Mills	Mary Vercher-Mills	Approve Not Approved ?
Applications Engineer	Applications Engineer Senior	Mary Mills	Mary Vercher-Mills	Approve Not Approved ?
Human Resources Assistant	Human Resources Assistant Level 3	Mary Mills	Mary Vercher-Mills	Approve Not Approved ?

Offer Approvals - Offer Approvals provides access to any offers that require your approval. From this section you can view the requisition profile, candidate profile, and offer details. You can also **Approve** or **Not Approve** the offer by clicking on the appropriate link in this section.

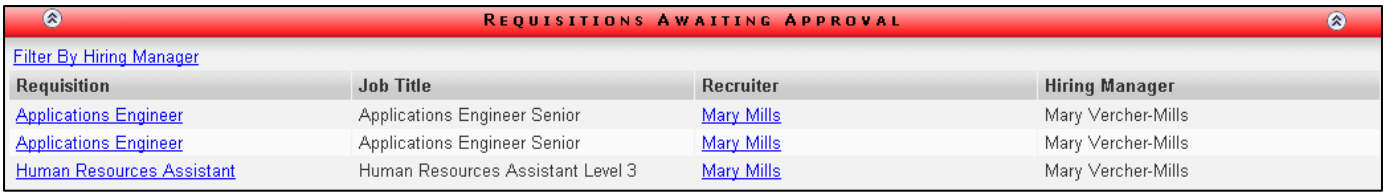


OFFER APPROVALS

Filter By Hiring Manager

Requisition	Candidate	Base Amount	Approver	Approve
No offers currently need your approval.				

Requisitions Awaiting Approval - The Requisitions Awaiting Approval section displays requisitions that are awaiting approval from someone else. These are not requisitions that you need to approve.



REQUISITIONS AWAITING APPROVAL

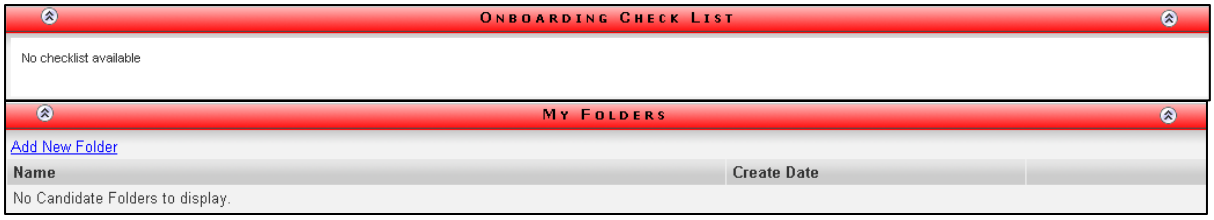
Filter By Hiring Manager

Requisition	Job Title	Recruiter	Hiring Manager
Applications Engineer	Applications Engineer Senior	Mary Mills	Mary Vercher-Mills
Applications Engineer	Applications Engineer Senior	Mary Mills	Mary Vercher-Mills
Human Resources Assistant	Human Resources Assistant Level 3	Mary Mills	Mary Vercher-Mills

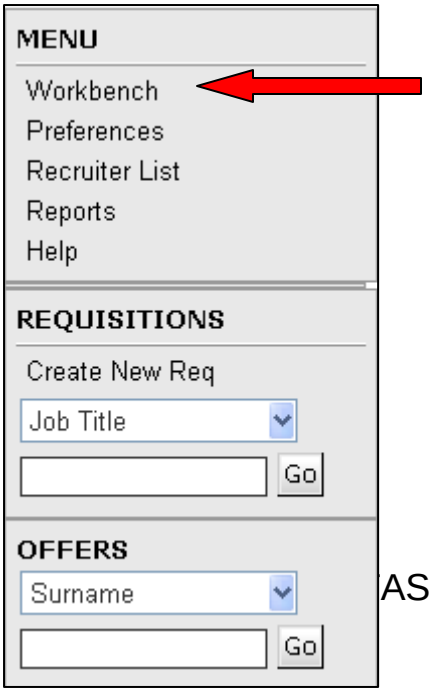
Upcoming Starts - Upcoming Starts lists all candidates that have been hired for your requisitions but have not yet started. It also identifies the job title and upcoming start dates.

Note: This section no longer displays candidate information once the start date has passed.

Onboarding Checklist & My Folder Sections - Hiring managers will not use either of these sections. If you would like to remove them from your view you will need to scroll to the top of the workbench and click on the **Page Options** link in the menu bar. By doing this, you will have the ability to remove them from your workbench by simply unchecking the box next to them.



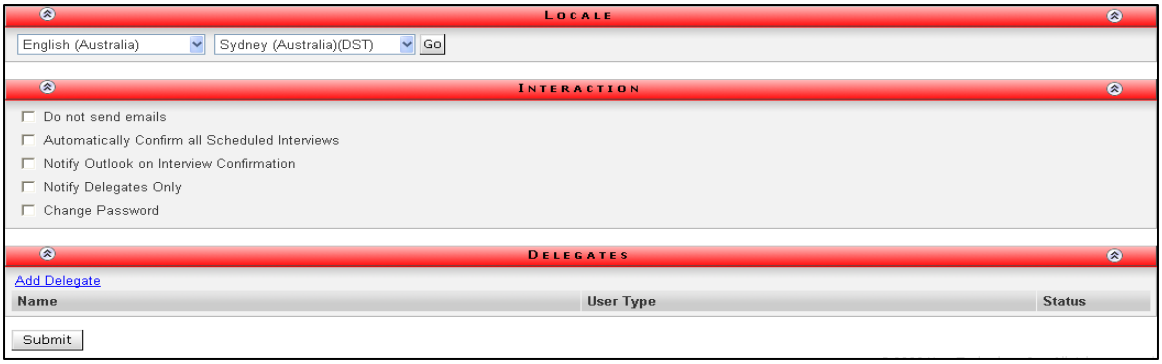
Left Navigation Bar



Clicking **Workbench** will bring you back to your home screen.

The links on the left navigation bar are used to run reports, open the quick reference guide, etc.

Preferences



Locale - Setting the time zone will impact the time stamp that is captured when you save data (such as requisition approvals).

Interaction - The interaction options gives you more control on how you interact with the system. Your options are:

Do not send emails: This stops the sending of system generated emails to your email address. Unless you log into the Hiring Manager Workbench on a regular basis, this is not recommended since this would eliminate one of the key functionalities of communicating via the application.

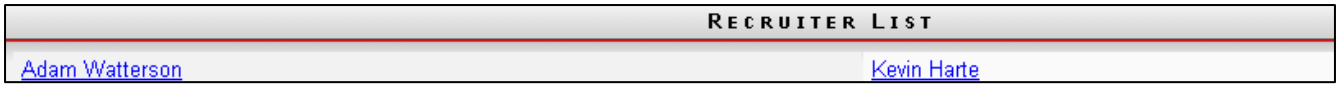
Automatically Confirm all Scheduled Interviews & Notify Outlook on Interview Confirmation: Both of these options need to remain unchecked because we do not use the interview function or Microsoft Outlook.

Notify Delegates Only: This allows for communication directly to assigned delegates via the application. This prohibits you from receiving emails from the system. The system emails go only to your delegates. Note, you can still login and use the system, however, only your delegate or delegates will receive system emails.

Change Password: You will not need to use this option because we use Single Sign On. You are automatically logged into the system via Passport without having to enter in a password.

Delegates - The Delegates section of the Preferences page allows you to assign someone in the organization to act as your delegate in the hiring process. By default there are up to 5 delegates that you can assign. You can assign the same or fewer user permissions for your delegate. A delegate can be another Manager, a Recruiter or an Employee. To enter a delegate you will need to click on the pick list and select their name. Once the delegate is selected, you will then need to choose which permissions this delegate will be able to take on your behalf.

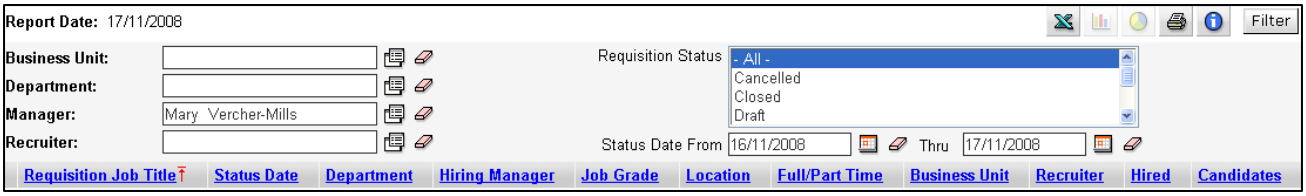
Recruiter List - The Recruiter List displays a list of all HR Managers and Recruiters. By clicking on a recruiters name, you will launch an email window with that recruiter's email address in the "to" line. It is important to note, this email is not tracked in the TAS.



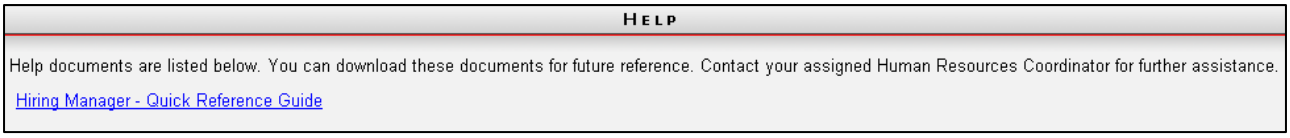
Reports - To run a report from the Hiring Manager's Workbench, first select the reports link from the left navigation bar.

Reports are grouped by categories to help keep them organized. Clicking on the links launches the report. Depending on the type of report you run, the filters per report can vary widely.

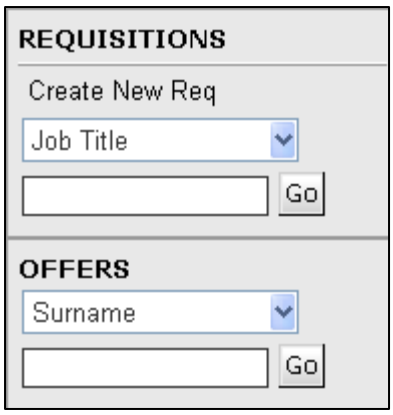
Some of the filters available include: Business Unit, Department, Hiring Manager and Recruiter. Notice, that the Hiring Manager's name is listed by default in the Hiring Manager Filter. If you have other managers that report to you, they will also be available to you as filters. By clicking on Filter, the report will run display the results. The report description is available by clicking the Information Icon. You may also select to export the report into excel or select to display the results in a bar or pie chart.



Help - The Help link gives Hiring Managers access to download documents for future reference. In this section, hiring managers can download the Hiring Manager Quick Reference Guide.


HELP
Help documents are listed below. You can download these documents for future reference. Contact your assigned Human Resources Coordinator for further assistance.
Hiring Manager - Quick Reference Guide

Quick Search - The Quick Search section allows you quick access to Requisition and Offer information associated with your requisitions. You can select from the drop down choices and type in full or partial information and select **Go** for the results to be displayed. This is the most efficient way to locate requisitions that you have previous saved as a draft.



Hiring Manager

Creating / Translating Requisitions

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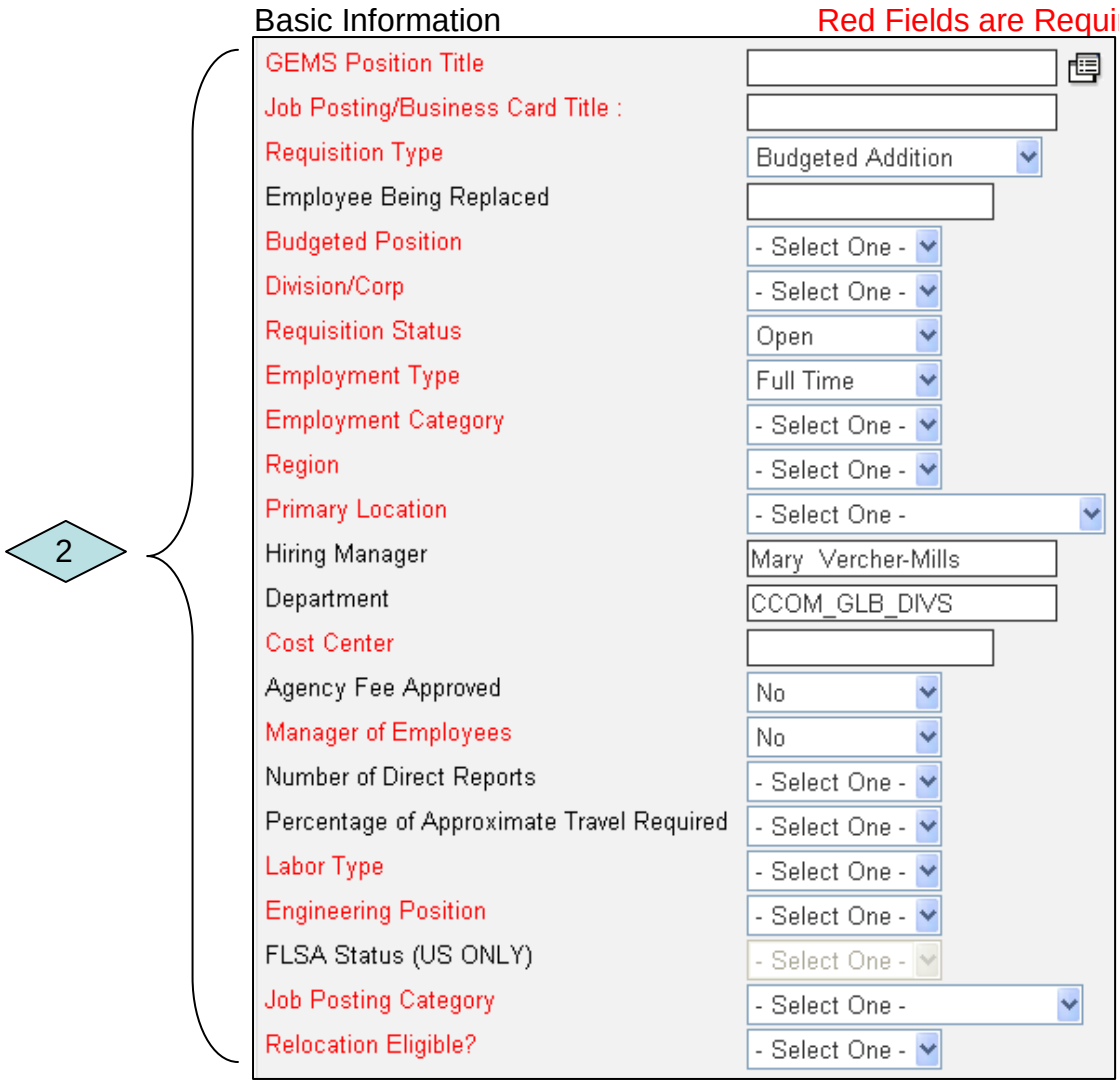
Hiring Managers create requisitions for position openings via the Global Requisition System.

Hiring Manager Creating a Requisition:

Step 1 – Initiating a Requisition:

1. Initiate the requisition:
   - Select **Create New Req** from the Left Navigation Bar

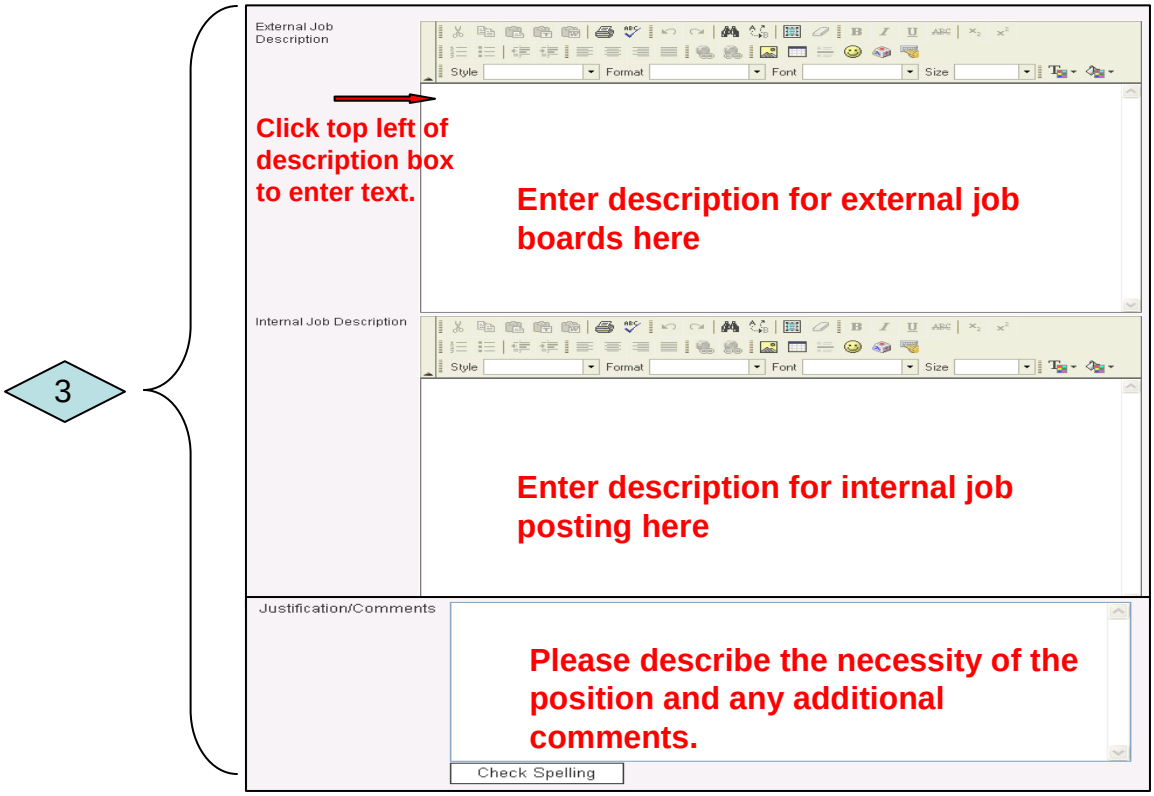
Step 2 – Requisition Specification:



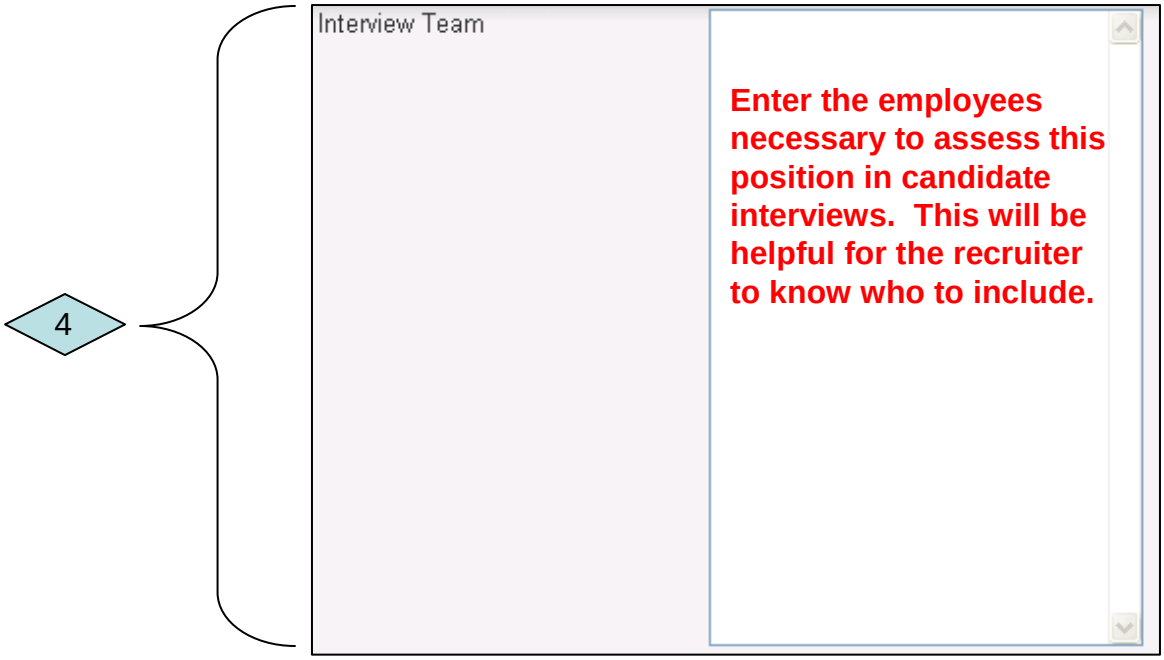
1. Pick the GEMS Position Title from the pick list.
2. Edit the Job Posting / Business Card Title – this will be the position title that will populate the internal job posting site as well as all external sites.
3. Choose Requisition Type:
    a.) Addition – Any position that does not replace an employee
    b.) Replacement – Any position that replaces an employee.
4. Employee Being Replaced – If the position is a replacement, enter the name of the employee the position is replacing.
5. Budgeted Position
    a.) Yes – The position has been approved and included in the budget plan.
    b.) No – The position has not been approved and is not in the budget plan.
6. Division/Corp
7. Requisition Status – will default to “Draft” and apply as requisition is routed.
8. Employment Type
    a.) Select Full-Time or Part-Time
9. Employment Category
    a.) Apprentice
    b.) Employee
    c.) Student/Intern – for co-ops and internships
    d.) Temporary – encompasses consultant and contract labor
10. Region
11. Primary Location
    a.) Select positions location from drop-down.
12. Hiring Manager will pre-populate
13. Department will pre-populate with the hiring manager’s department.
14. Enter Cost Center
    a.) The charges, such as external job posting fees, will be charged to the hiring location.
15. Agency Fee Approved
    a.) Select Yes or No indicating approval for search firm fees
16. Manager of Employees
    a.) Indicate whether this position will have supervisory responsibilities.
17. Number of Direct Reports
    a.) Select from drop-down how many direct reports this position will have.
18. Percentage of Approximate Travel Required
    a.) Percentage of travel required for this position.
19. Labor Type
    a.) Direct or Indirect

20. Engineering
    a.) Yes or No
21. FLSA Status (U.S. Only)
    a.) This will automatically populate when the GEMS Position title is selected.
22. Job Posting Category – This is the function that the requisition will fall under in career portals.
23. Relocation Eligible
    a.) Yes – Manager has budgeted relocation for this position.
    b.) No – Manager has not budgeted relocation for this position.

Step 3 – Job Profile:



Step 4 – Interview Team:

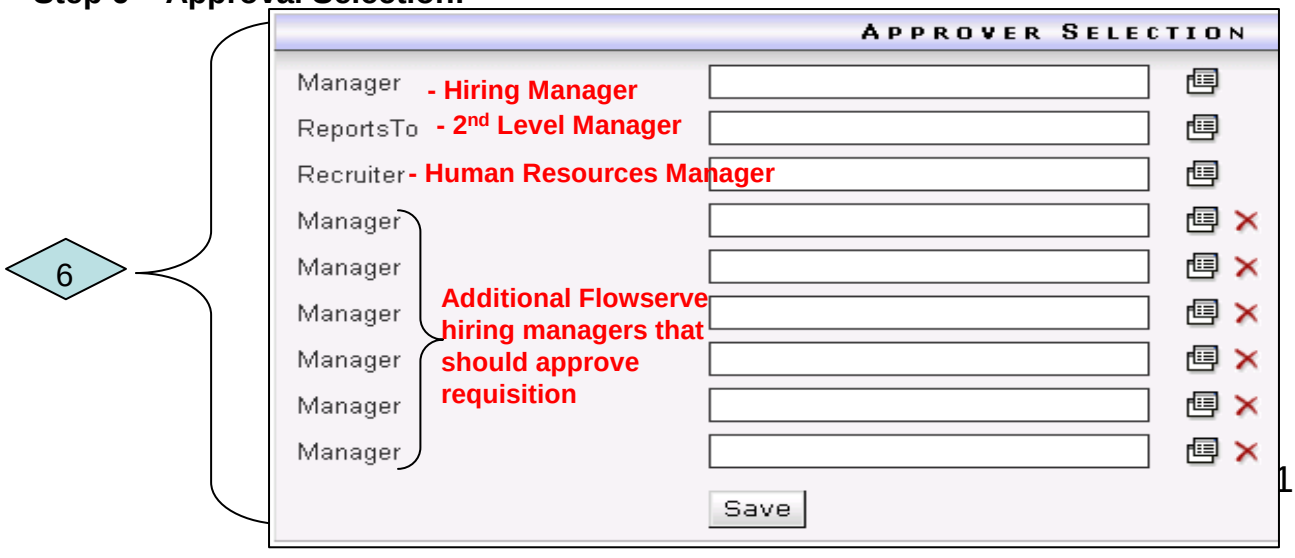

4
Interview Team
Enter the employees necessary to assess this position in candidate interviews. This will be helpful for the recruiter to know who to include.

Step 5 – Route for Approval / Save as Draft:

1. **Save as Draft** – this gives you the option of saving the requisition until you come back to submit.

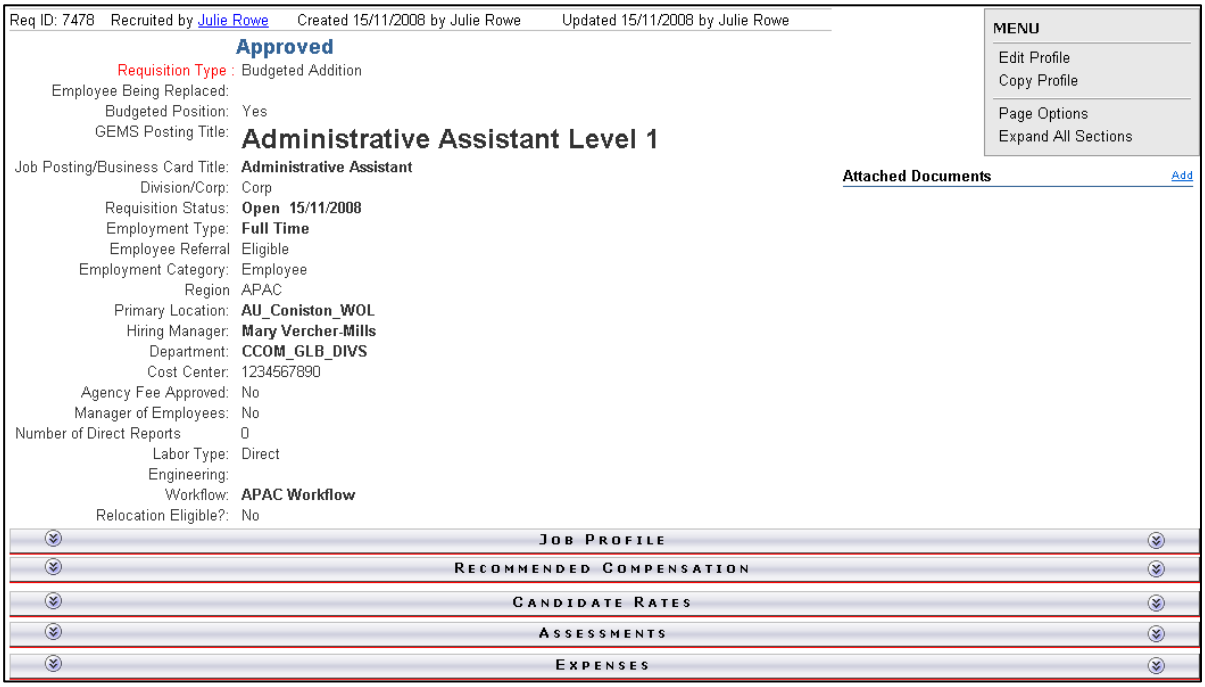
2. **Routing for Approval** – this will take the requisition to the "Approver Selection."

Step 6 – Approval Selection:



Click Save to route for approval

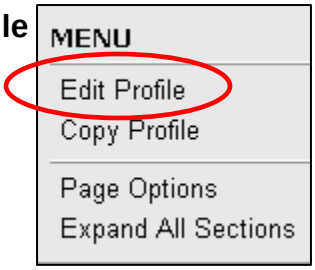
Once you click **Save** the requisition will be routed for approval and the requisition profile page will open.



Step 6 – Translation (If applicable):

If the requisition needs to be translated into additional languages for candidates on the career portals the hiring manager will need to follow the steps below:

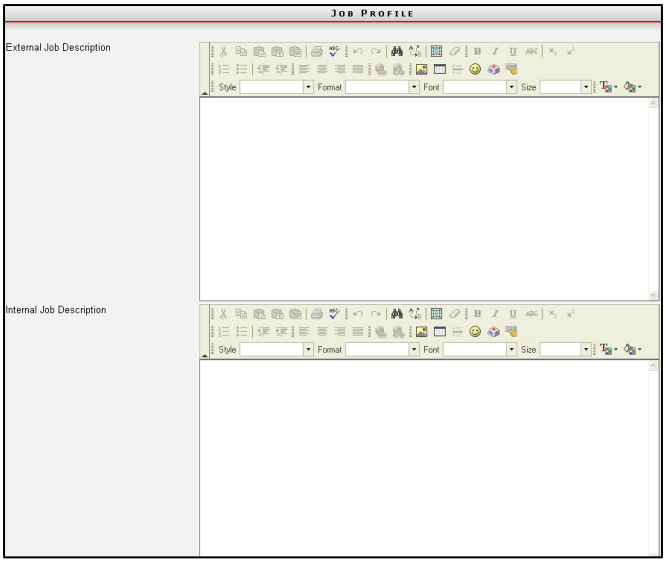
Step 1 – Click **Edit Profile**



Step 2 – Select the additional language that you want the requisition to be offered in:

Step 3 – Manually translate the Job Posting/Business Card Title

Step 4 – Manually translate the External and Internal Job Descriptions



Step 5 – Click **Save**

*Note: You can repeat the 5 steps above as many times as needed to ensure that the requisition is shown on the career portal in every language that is applicable.

HR Desktop Overview

Experience In Motion

HR Desktop Overview

Logging In

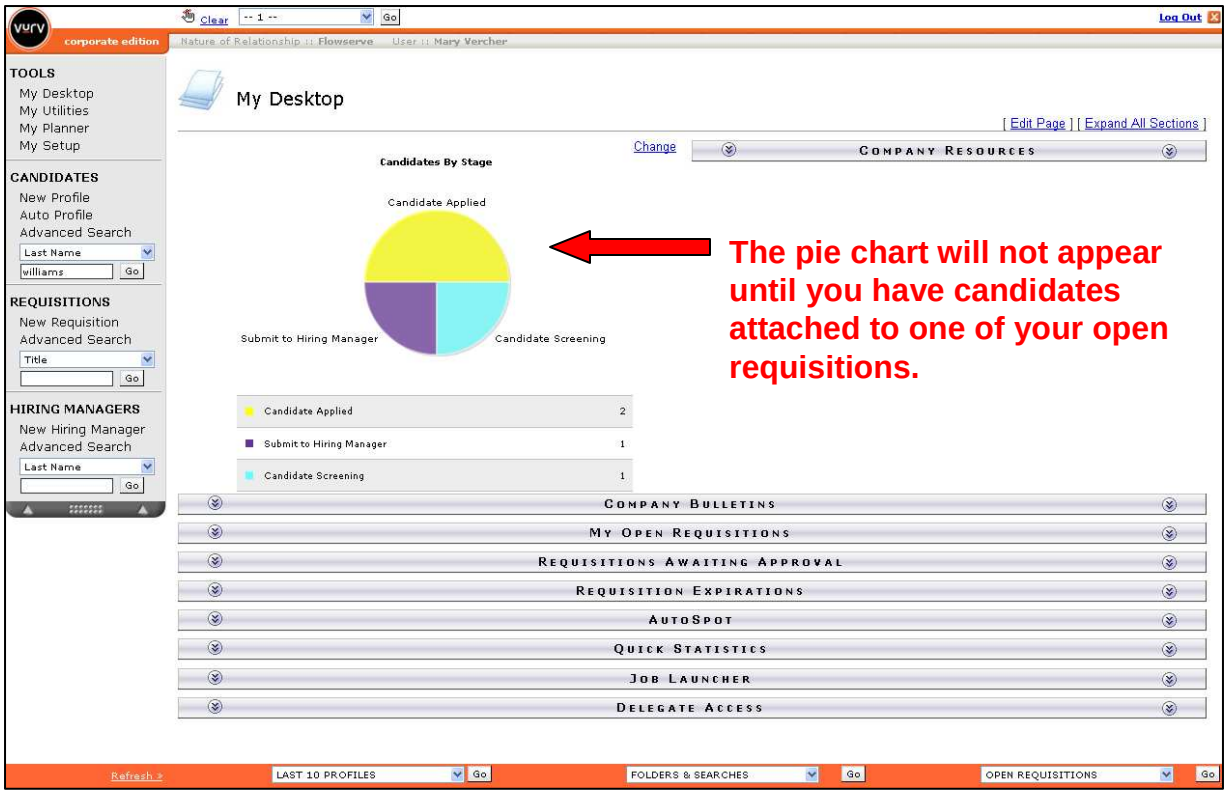
Passport > Human Resources Tab > Talent Acquisition System > Human Resources > Log In

Exploring the Talent Acquisition System Workspace

Four Frames

Although your screen may look like it is one page, the application is actually four individual frames. In addition to the main workspace frame, currently displaying My Desktop, there are also three additional frames, a Top Frame, left NavBar, and the Bottom NavBar. Each of these frames has individual functions and all must be refreshed individually.

My Desktop

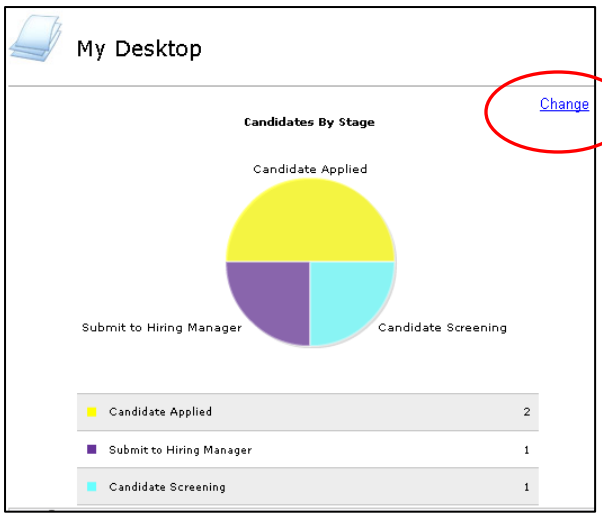


This is the default main page when you first login to the system. My Desktop is where you, as a Human Resource Employee, can get an overall picture of your activities. From the links in the sections you can quickly access the details you need. (You can return to this page at any time by clicking on My Desktop under the Tools section of the left NavBar).

Note: You may change your personal Desktop by clicking the **Edit Page** link. Here you can add or remove sections you want displayed. You may also change the label of each section by clicking on the text and replacing it. (Ex: You can change Candidates on My Requisitions to say My Open Requisitions)

Collapse or Expand All Sections – This link, located in the upper right of the page, is used to either expand or collapse all of the sections on the Desktop. Each section can also be individually expanded or collapsed by clicking the section header.

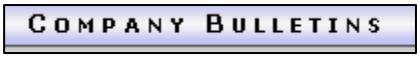
Candidate by Stage – A graphic display of the current number of Candidates on your requisitions will appear on your Desktop. Clicking on a graphic element representing a stage will return a list of candidates in that stage. Please note that unless you have candidates on your open requisitions, you will not see a graph.



The type of graph and its appearance may be modified by clicking on the Change link.

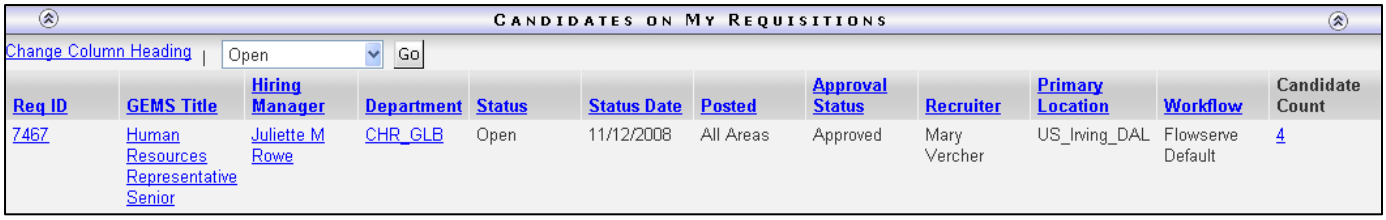
Company Resources – Convenient links to the HR Training Guide and the HR Quick Reference Guide.

Company Bulletins – When there are system changes the system administrator will post a bulletin in this section.



My Recurring Requisitions – Provides quick access to recurring requisitions on which you are the Primary or Co-Recruiter. Flowserve does not use recurring requisitions so there will not be anything listed in this section.

Candidate on My Requisitions – A listing of your open requisitions with all associated candidates. Open requisitions are listed by default but a different status may be selected from the dropdown. By using the drop down you can view positions that you have filled, etc.

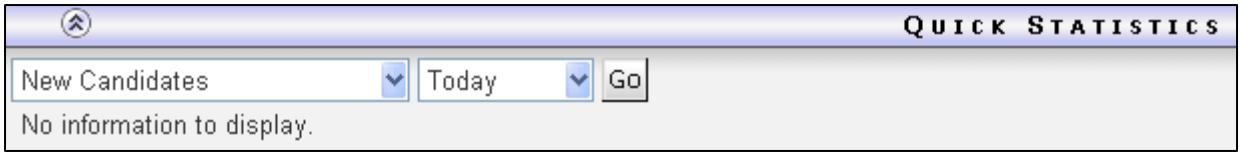


Requisitions Awaiting Approval – Shows a list of your requisitions that are waiting for approval by someone else.

Requisition Expirations – Will list any requisitions from our internal and/or external job posting sites that are due to expire. You should never have a requisition listed here because we have our sites configured to post the requisition until it is filled or placed on hold. Note: If one of your requisitions appears in this section you will need to modify the posting dates by clicking on the edit portal dates link in the portal section on the requisition profile page.

Auto Spot – A saved search that provides quick access to new candidates that meet your pre-determined search criteria.

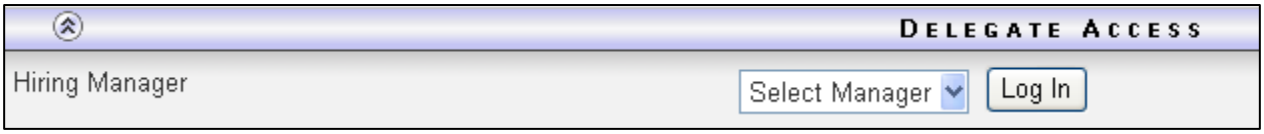
Quick Statistics – A listing of either new candidates or requisitions (by status) chosen from the drop-down, grouped by Recruiter, during a selected/specific time range.



Job Launcher – This section will remain blank because we do not use the default job launcher through the Talent Acquisition System.

Req Interviews / My Interviews – A quick overview of how many interviews you are participating in – regardless if you are the recruiter on the requisition or not. There is also a link to your Interview Workbench which contains all of the details of your upcoming and completed interviews. **Note: You should not use this section because we do not schedule candidate interviews through the TAS. Interviews within the system will not populate Lotus Notes; you will still need to have a calendar invite in Lotus Notes.**

Delegate Access – If you have been designated as a delegate for a Hiring Manager, you will be able to log in to the Hiring Manager Workbench from this section. **Note: this section will not appear on your Desktop unless you have been assigned as someones delegate.**



Top Frame

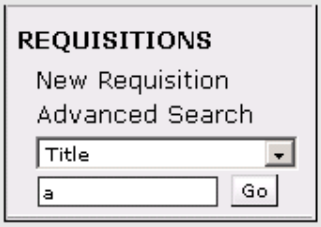
The top frame consists of the Candidate Cart and the Log Out link, which is the preferred way of exiting the system.

Candidate Cart – The cart is where you can store candidates on whom you plan to take action. Since items in the cart are stored as cookies on the specific computer, you are using this is only a temporary storage area. The Clear link will empty your cart. The dropdown may display the total number of candidates in the cart or you may select to view a list of all or individual candidates in the cart.

Log Out – Clicking **Log Out** ends your session.

Left NavBar

The left NavBar is divided into sections for quick navigation to the major profiles within the system.

Section	Actions
Tools 	**My Desktop** – Takes you to the Human Resources default page **My Utilities** – Run a report or import a batch of resumes in addition to other optional features **My Planner** – Manage tasks and activities on your CE calendar **My Setup** – Edit your Profile and create personal email templates
Candidates 	**New Profile** – Manually add a new candidate **Auto Profile** – Automatically add a new candidate from selected resume text **Advanced Search** – Locate a candidate profile using a wide variety of fields **Quick Search** – This drop-down list is populated with the most common Candidate search criteria such as Last Name, First Name, and the time frame during which the Candidate was added to the database.
Requisitions 	**New Requisition** – Add a new requisition **Advanced Search** – Locate a requisition profile using a variety of fields **Quick Search** – The drop-down list contains frequent search criteria and may include Title, Description, ID #, HRMS code, Department, Business Unit and Concept
Managers 	**Advanced Search** – The option with the greatest number of search criteria **Quick Search** – The drop-down list can help to locate managers or departments using the most frequent search criteria including name or city or department.

Bottom Frame

The bottom frame, also known as the Bottom NavBar, is a powerful navigation tool in the TAS. Consisting of three sections, each with their own dropdown, the bottom NavBar provides you with fast access to Profiles and Saved Searches.

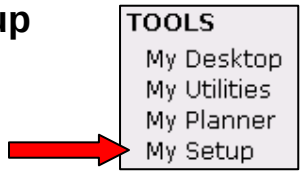
Refresh – Because this NavBar is used to display data that is frequently updated, remember to refresh this frame often. Whenever you can't find a Profile that you have recently visited or created be sure to click the Refresh link.

Last 10 Profiles – The last 10 candidates, managers, and requisitions you have visited will be listed grouped by profile type. Selecting one and clicking **Go** will take you directly to the profile.

Folders & Searches – Candidate folders can be created and accessed from the first section of this drop-down. Saved searches, created from the Advanced Search page, can be re-run with one click.

Open Requisitions – Requisitions are listed by title; if there are several openings for the same positions, this would be less valuable.

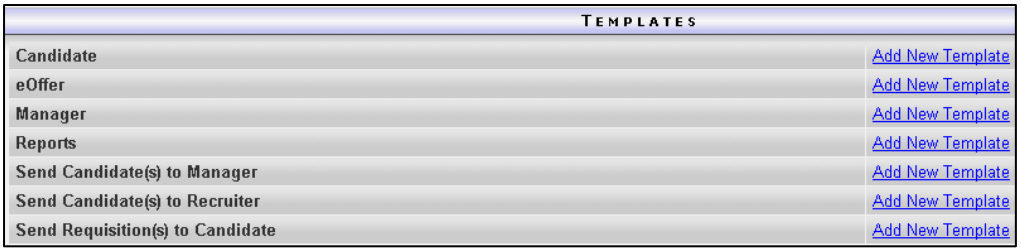
My Setup



There will be two options available in the Human Resources Personal Setup: Personal Email Templates and Personal Profile.

Personal Email Templates

Email templates have been created by your administrator. These templates are the recommended way of adding templates to ensure consistency and branding requirements.

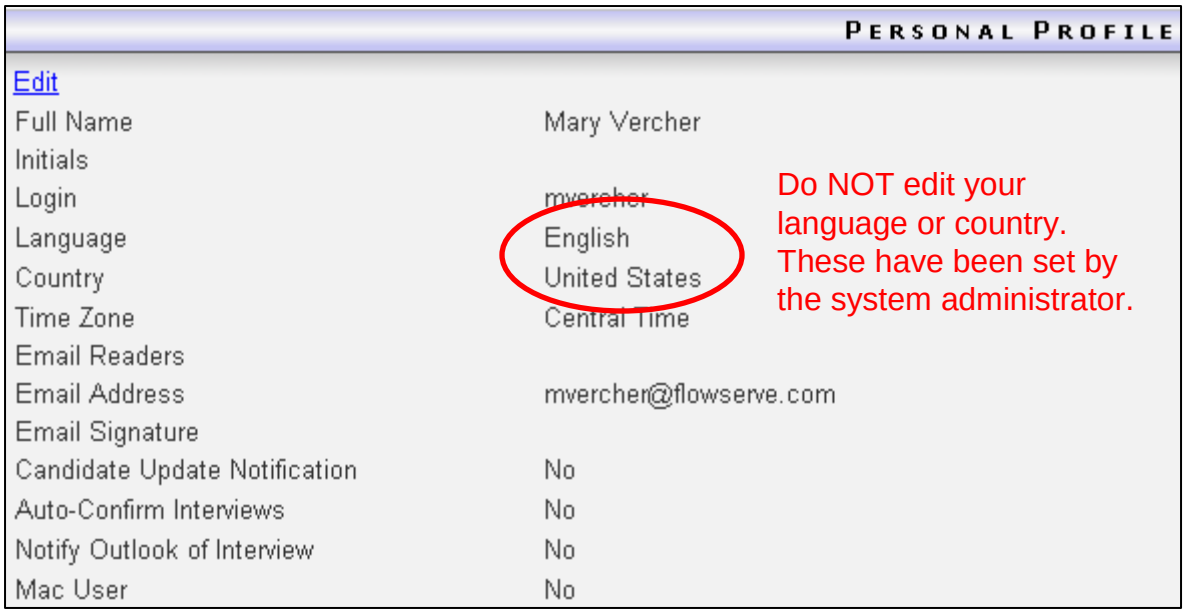


Templates	
Candidate	Add New Template
eOffer	Add New Template
Manager	Add New Template
Reports	Add New Template
Send Candidate(s) to Manager	Add New Template
Send Candidate(s) to Recruiter	Add New Template
Send Requisition(s) to Candidate	Add New Template

It is **NOT** recommended that you create your own email templates.

Personal Profile

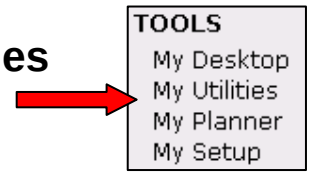
Your Personal Profile is created for you by the system administrator. If you notice an error please do **NOT** make edits to this page yourself. If changes need to be made please send an email to Cyndie Oliveria, the system administrator. The reason that it is recommended that you NOT make changes to this section yourself is because it will affect the new hires that you enter into the system.



Personal Profile	
Edit	
Full Name	Mary Vercher
Initials	
Login	mvercher
Language	English
Country	United States
Time Zone	Central Time
Email Readers	
Email Address	mvercher@flowserve.com
Email Signature	
Candidate Update Notification	No
Auto-Confirm Interviews	No
Notify Outlook of Interview	No
Mac User	No

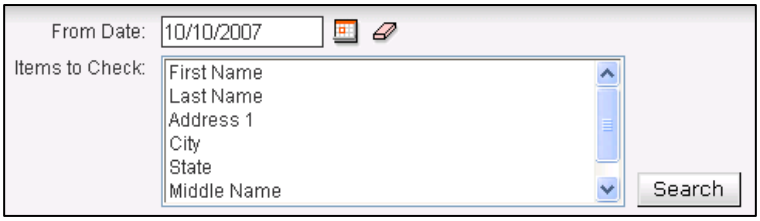
Do NOT edit your language or country. These have been set by the system administrator.

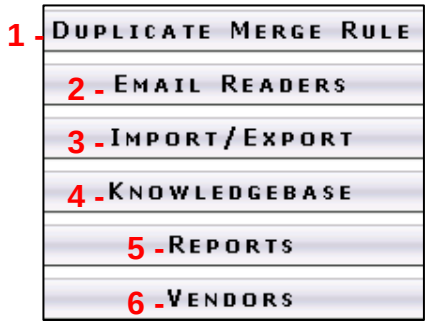
My Utilities



The My Utilities section of the Talent Acquisition System allows the user to view, manipulate, and increase productivity of data. This includes adding candidates using Batch Upload, correcting duplicate candidates using Search & Merge, or Viewing Reports.

1. Duplicate Merge Rule – allows a user to search for potential duplicate candidates in the system, review data to keep or discard, and merge candidate records together.

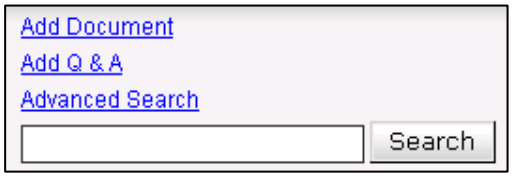




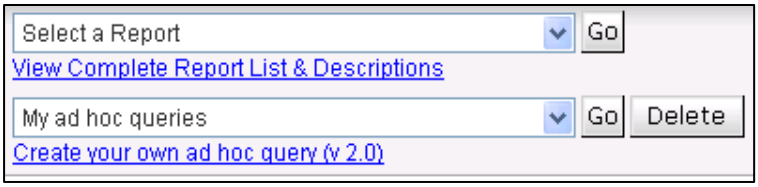
2. Email Readers – We do not use this function

3. Import / Export – Batches of candidate resumes can be uploaded to quickly create candidate profiles. This allows you to upload multiple resumes at one time. Not only will the uploaded resumes be captured in the system, but the system will also build a candidate profile for each resume loaded this way.

4. Knowledgebase – Frequently Asked Questions are stored here



5. Reports – There are two distinct types of reports that are available in the Talent Acquisition System: Standard Reports and Ad Hoc Reports.



FLOWSERVE

Experience In Motion

Standard Reports allow you to select specific criteria to run your report with.

To view a complete list and description of the reports that you have access to click here:

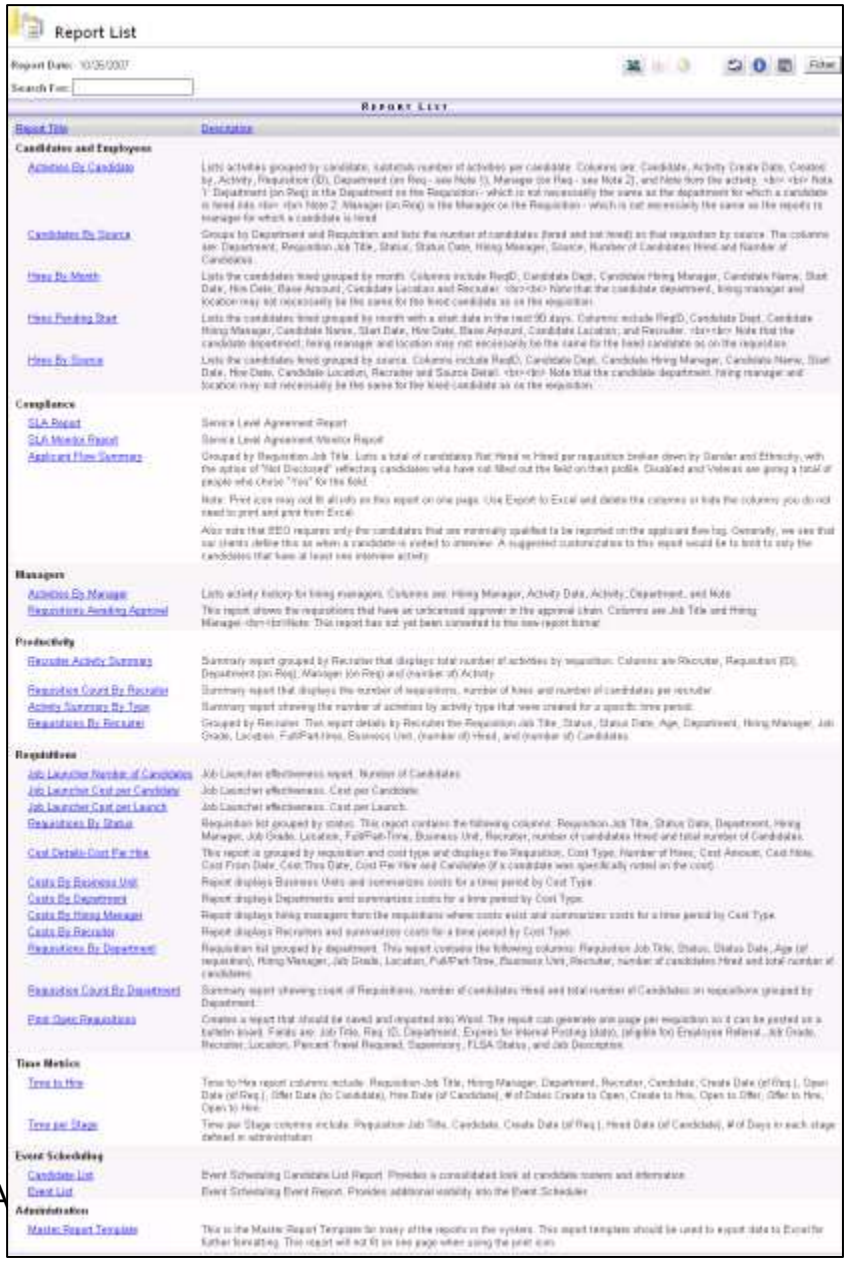
- Each report has standard fields
  a) Not all fields are mandatory
  b) Click on the calendar icons to choose dates to filter

- Click the **Filter** at the top right-hand side of the tool bar to run the report

- The other options on the tool bar are:
  - •Export your report into Excel
  - •Display your report in a chart format
  - •Display your report in a graph format
  - •Email your report
  - •View report details

- Results can be organized by clicking the column heading
  a) For example, clicking on **Status** will organize a requisition report by the status' alphabetical order

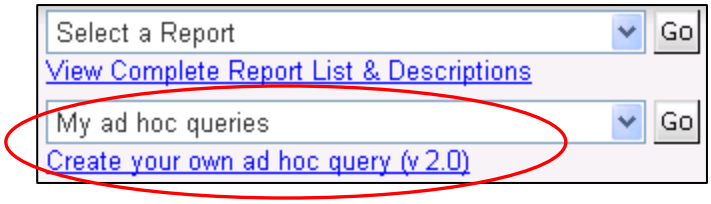
- To export reports in Microsoft Excel, click the icon



TA

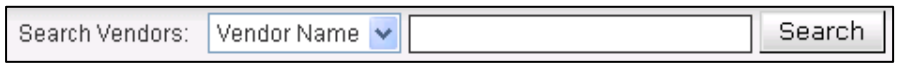
Ad Hoc Reports allow you to custom build reports based on several elements including:

- Candidate Data
- Requisition Data
- Hiring Manager Data
- Activity Data
- Hire Data



After you select data that you want captured on these report you can also select which filters to run in your report.

6. Vendors – you may search for staffing vendors that are used within our system.



HRIS Support

Note: The quickest way to have your issue resolved is to call the IT Service Desk to submit a ticket. However, if you would rather submit one online please follow the directions below.

To submit an IT service ticket, go to
http://www.serviceonline.unisys.com/flowserve/
To log an IT service ticket, please visit the Passport > sign in

In the right hand corner you will click on the "Global IT Service Desk" > key in your username (email address) > key in password.

ort - Microsoft Internet Explorer
Tools Help
Search Favorites
flowserve.net/wps/myportal/!ut/p/c1/04_SB8K8xLLM9MSSzPy8xBz9CP0os3gI
Go Links SnagIt
Experience In Motion
Feedback Search Help Logout
Hi, C. Oliveria!
Oct 17 :: 3:42 PM CDT
IT Ethics & Compliance CIP Learning Supply Chain FCD FPD FSD View Flowserve Policies
Edit my profile
What's New
Desktop support forms
To submit a nomination for a Spirit of Flowserve award, click here
Official Flowserve store is now open for business online, click here
To learn more about Flowserve's safety program, click here
Lotus Notes Online Training
Contacts
Global IT Service Desk
Click here to submit a ticket
Directories
Key Contacts Database
Lightweight Directory
Flowserve Culture
Flowserve's ethics program
Brand Strategy and Standards
The Spirit of Flowserve
The Flowserve Customer Experience
What is Experience In Motion?
Ideation Submittal
Mission and Vision Poster
Choose a language
Go
Read more

Flowserve Talent Acquisition System Service Manual

Hiring Managers have access to training materials including Frequently Asked Questions (FAQs), and Quick Reference Guides through Passport. In the event that these materials do not answer the manager's questions, the manager will contact the GHRS Representative.

Once the Hiring Manager has contacted the GHRS Representative, the GHRS Representative will have an estimated time of 48 hours to resolve an open issue. If the GHRS Representative is unable to resolve the issue then the software vendor will be contacted.

Human Resources

Creating / Translating Requisitions

Experience In Motion

Talent Acquisition System Roles

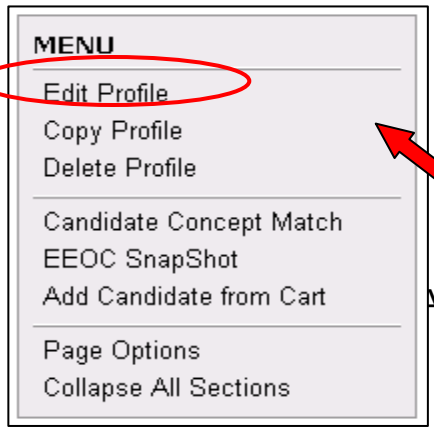
Hiring Manager

- Initiates the requisition
- Approves the requisition
- Views candidates via email and/or workbench once the recruiter attaches candidates to their requisitions.

HR Manager

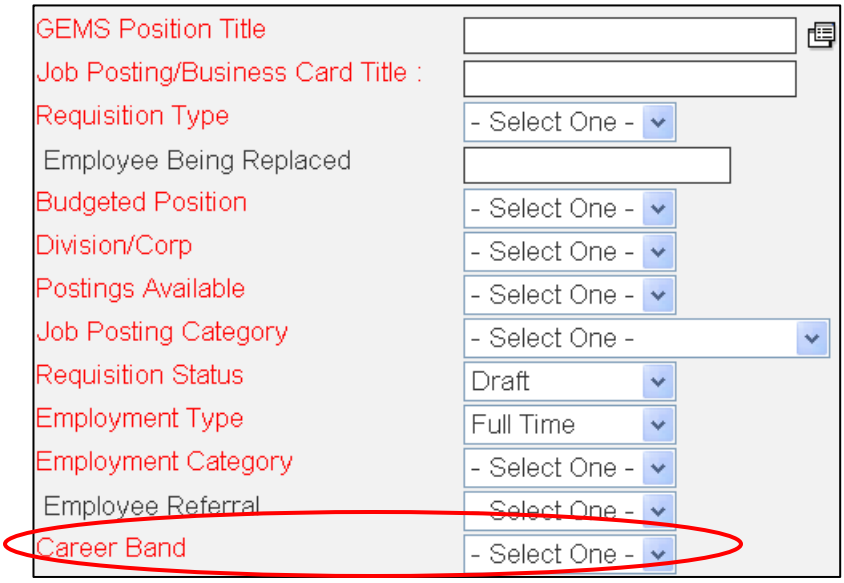
- Edits the requisition

Once a requisition is routed and the requisition reaches HR in the approval process, HR will receive this email:



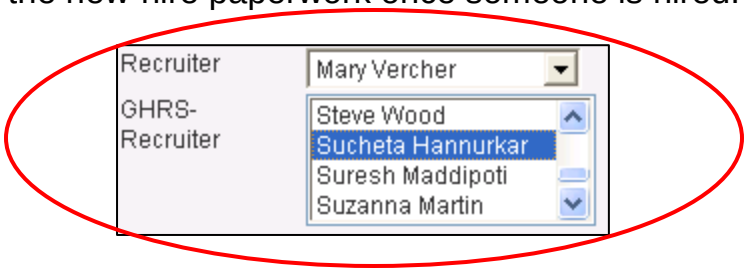
When the requisition profile opens click Edit Profile

• Ensure that all required fields are complete. (i.e. the hiring manager does not have the option to complete the job grade)

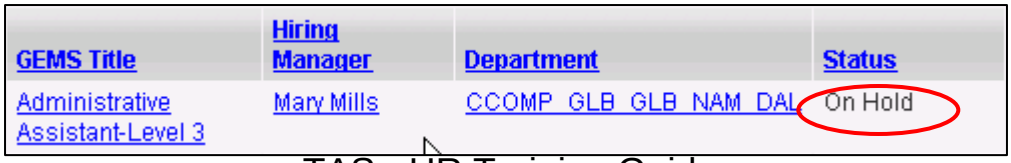


• In the

section you will need to assign a Recruiter. You may also populate the GHRS Recruiter. The GHRS Recruiter is the Human Resources Professional that will be responsible for collecting all of the new-hire paperwork once someone is hired.

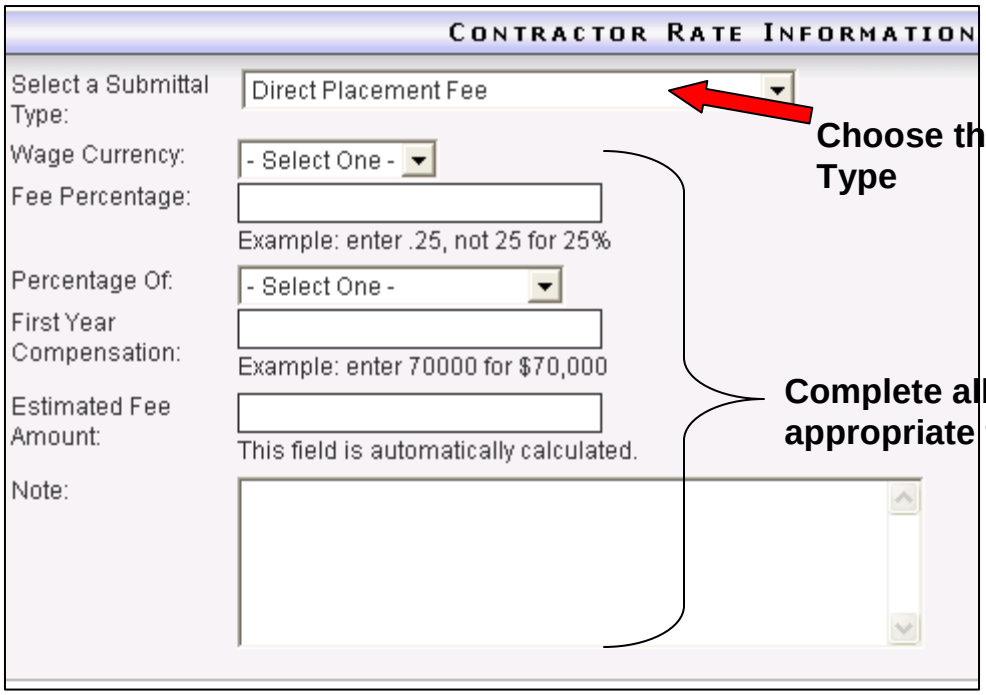


Once you specify a recruiter, the requisition will appear on their desktop under Requisitions Awaiting Approval. The requisition status will be On Hold until it is approved by the final approver.



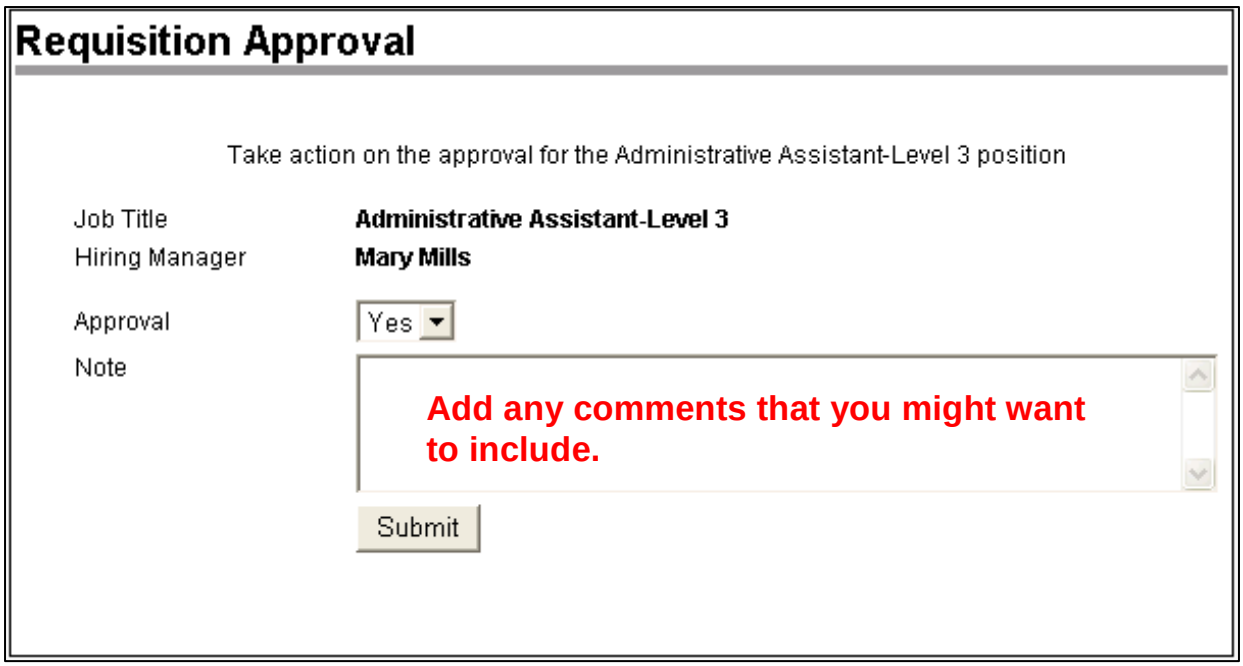
- If the Hiring Manager selected **Yes** in the Agency Fee Approved field, you will need to fill out the Vendor Management information.

If they select Yes, complete the following steps. If they select No, skip this step.



- **Click Save**

Once you have edited the requisition profile, you will need to return to the email and approve the requisition.


Requisition Approval
Take action on the approval for the Administrative Assistant-Level 3 position
Job Title Administrative Assistant-Level 3
Hiring Manager Mary Mills
Approval Yes
Note
Add any comments that you might want to include.
Submit

Recruiter

Acts as the HR Professional recruiting the position

- Sources and phone screens candidates
- Attaches candidates to requisitions
- Closes out candidates
- Initiates Background Check and Offers

Creating Requisitions

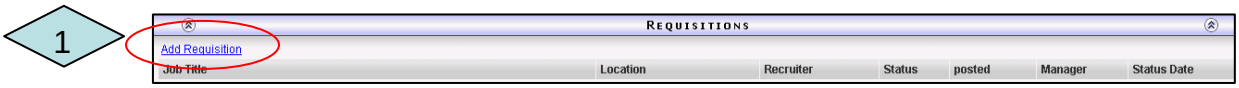
Hiring Managers and Human Resources Professionals create requisitions for open positions openings in the Global Requisition System. Hiring Managers and Human Resources Professionals access the requisition system via a link on Passport.

Human Resources Creating a Requisition:

Step 1 – Initiating a Requisition:

1. Initiate the requisition – These are the two most common ways to initiate a requisition:
   - Select **New Requisition** from the Left NavBar

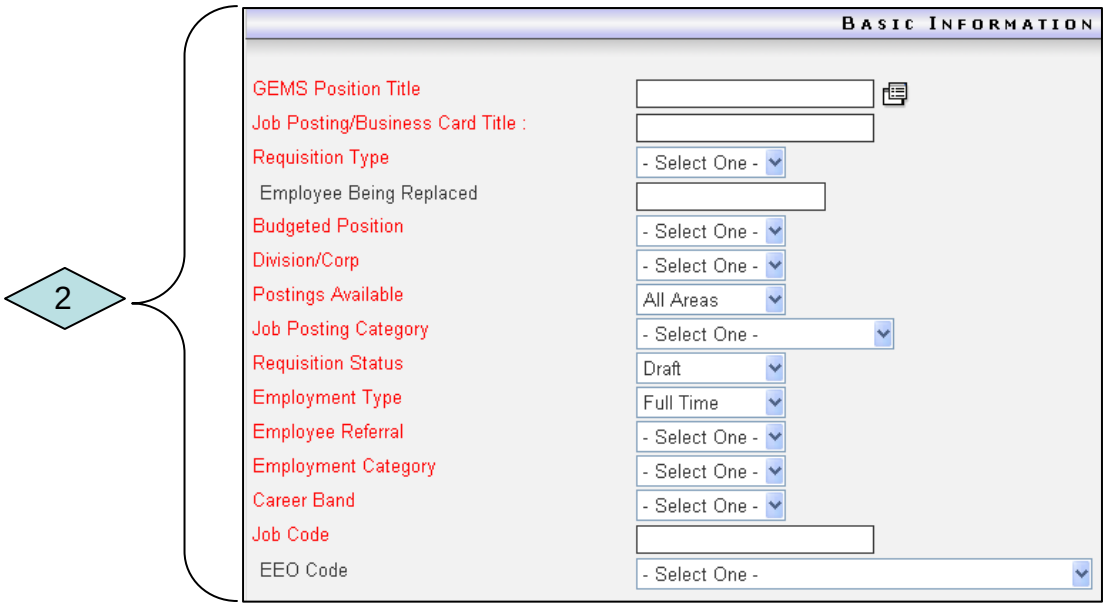
   - Click the **Add Requisition** link on the requisition section of the Hiring Manager Profile (Recommended)



Step 2 – Requisition Specification:

Basic Information

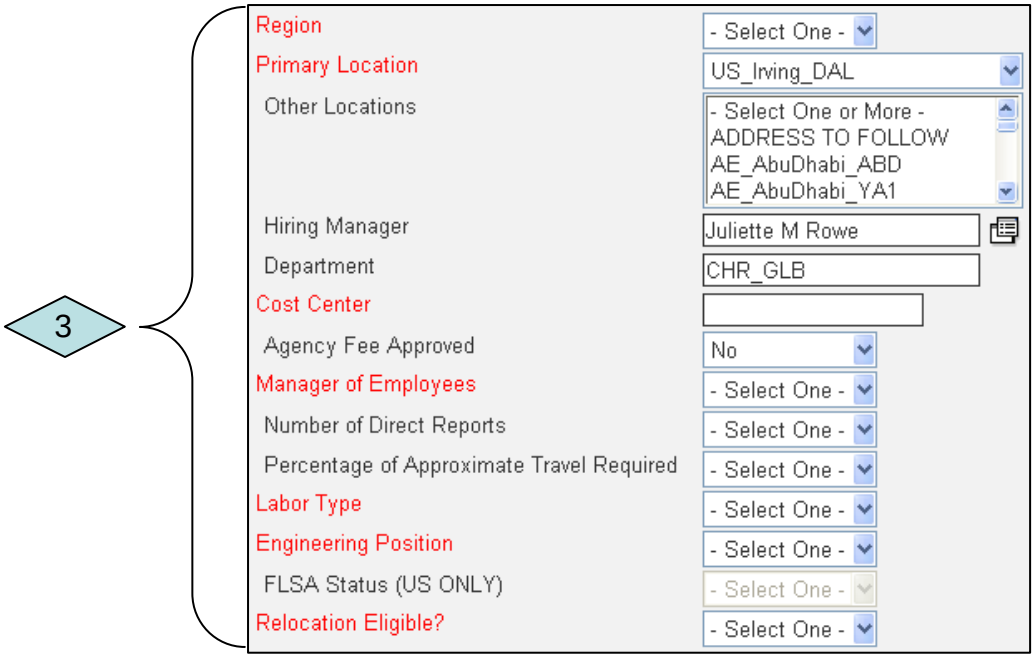
Red Fields are Required



1. Pick the GEMS Position Title from the pick list.
2. Edit the Job Posting / Business Card Title – this will be the position title that will populate the internal job posting site as well as all external sites.
3. Choose Requisition Type:
   a.) Addition – Any position that does not replace an employee
   b.) Replacement – Any position that replaces an employee.
4. Employee Being Replaced – if an you choose replacement above, enter in the nameof the employee who is being replaced.
5. Budgeted Position
   a.) Yes – The position has been approved and included in the budget plan.
   b.) No – The position has not been approved and is not in the budget plan.
6. Division/Corp
7. Postings Available
   a.) HR Only – Accessible to Flowserve HR users only
   b.) Internal Only – Accessible only to Flowserve employees
   c.) Public Only – Accessible to external parties only
   d.) All Areas – Accessible internally and externally. This is the preferred option.

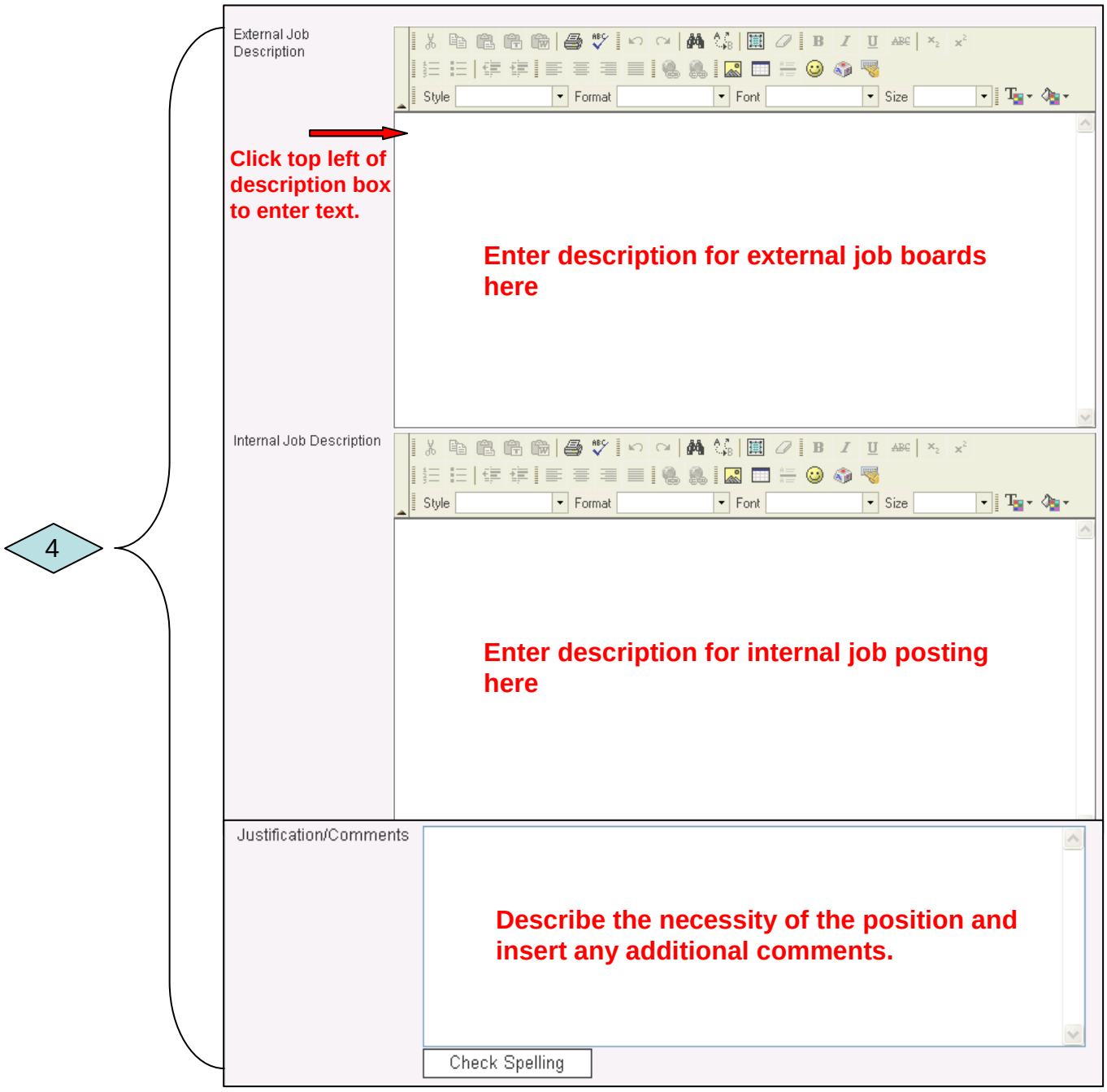
8. Job Posting Category – This is the function that the requisition will fall under in career portals.
9. Requisition Status – will default to “Draft” and apply as requisition is routed.
10. Employment Type
    a.) Select Full-Time or Part-Time
11. Employee Referral
    a.) Eligible or Not Eligible
12. Employment Category
    a.) Apprentice
    b.) Employee
    c.) Student/Intern – for co-ops and internships
    d.) Temporary – encompasses consultant and contract labor
13. Career Band
    a.) Select Career Band (based on Global Compensation Guide)
14. Job Code will pre-populate
15. EEO Code (U.S. Only) – choose from dropdown list

Step 3 – Position Details:

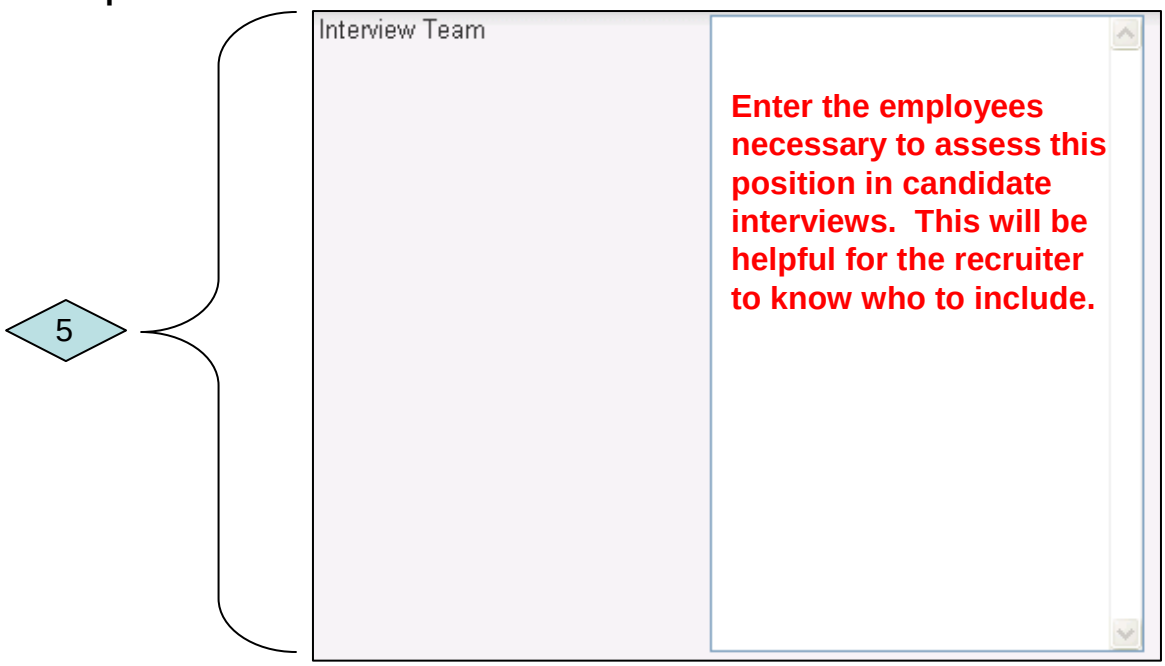


1. Region
2. Primary Location
   a.) Select positions location from drop-down.
3. Other Locations
   a.) If this position will be based in more than one location, choose other location here.
4. Hiring Manager will pre-populate
5. Department will pre-populate with the hiring manager's department.
6. Enter Cost Center
   a.) The charges, such as external job posting fees, will be charged to the hiring location.
7. Agency Fee Approved
8. Manager of Employees
   a.) Select Yes or No indicating approval for search firm fees
   a.) Indicate whether this position will have supervisory responsibilities.
9. Number of Direct Reports
   a.) Select from drop-down how many direct reports this position will have.
10. Percentage of Approximate Travel Required
    a.) Percentage of travel required for this position.
11. Labor Type
    a.) Direct or Indirect
12. Engineering Position
    a.) Yes or No
13. FLSA Status (U.S. Only)
    a.) This will automatically populate when Position title is selected.
14. Relocation Eligible
    a.) Yes – Manager has budgeted relocation for this position.
    b.) No – Manager has not budgeted relocation for this position.

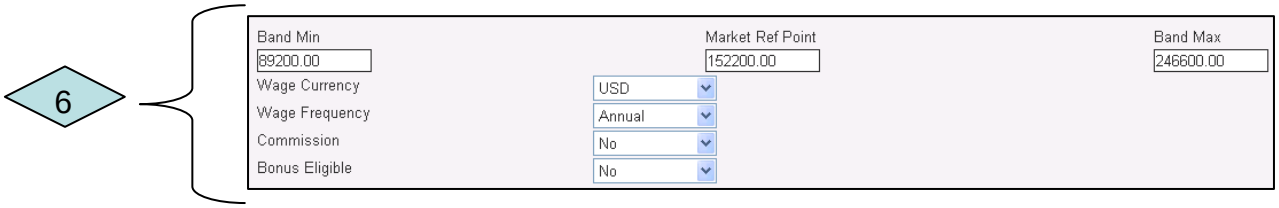
Step 4 – Job Requirements:



Step 5 – Interview Team:


5
Interview Team
Enter the employees necessary to assess this position in candidate interviews. This will be helpful for the recruiter to know who to include.

Step 6 – Recommended Compensation:



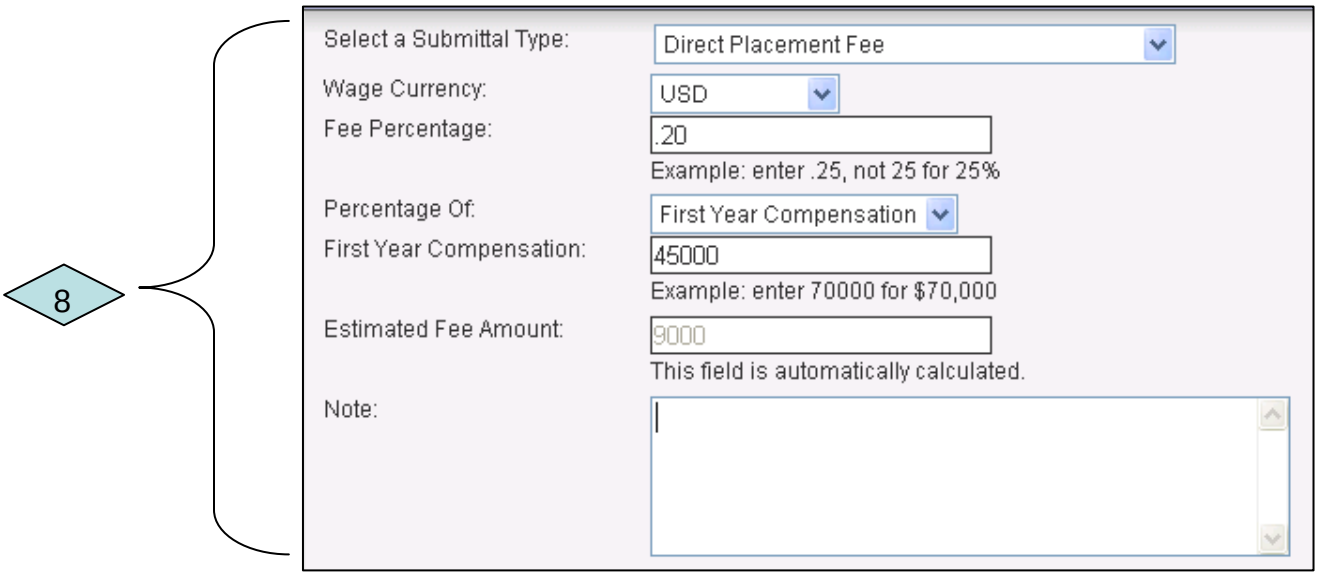
a.) The Mid, Min, and Max will pre-populate when the Career Band is selected
b.) Confirm the wage currency is correct
c.) Commission – Yes or No – This position eligible or not eligible for commission.
d.) Bonus Eligible – Yes or No

Step 7 – Recruiter Selection:

a.) Recruiter – Select the HR employee responsible for recruiting for this position.

b.) GHRS Recruiter – The HR employee responsible for on-boarding the candidate once someone is hired.

Step 8 – Placement Fees Approval:



1. Placement Fees Approval – Indicate the approved expense for external search firm fee.
   a.) Select the type of placement fee to be used and complete all fields

Step 9 – Route for Approval / Save as Draft:

1. **Save as Draft** – this gives you the option of saving the requisition until you come back to submit.
2. **Route for Approval** – this will take the requisition to the "Approver Selection."

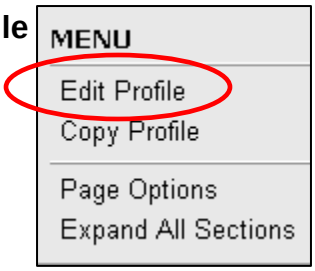
Step 10 – Approval Selection:

Click Save **to route for approval**

Step 11 – Translation (If applicable):

If the requisition needs to be translated into additional languages for candidates on the career portals you will need to follow the steps below:

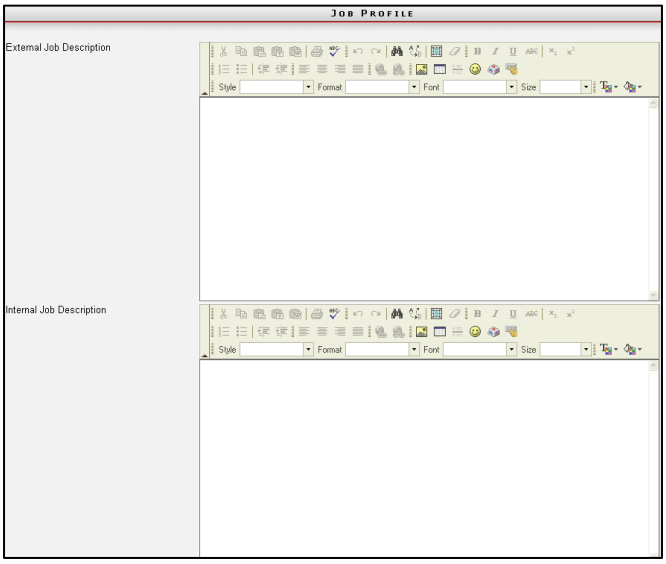
Step 1 – Click **Edit Profile**



Step 2 – Select the additional language that you want the requisition to be offered in:

Step 3 – Manually translate the Job Posting/Business Card Title

Step 4 – Manually translate the External and Internal Job Descriptions



Step 5 – Click **Save**

*Note: You can repeat the 5 steps above as many times as needed to ensure that the requisition is shown on the career portal in every language that is applicable.

Managing Requisitions Part 1

Distributing Requisitions to External Vendors

Experience In Motion

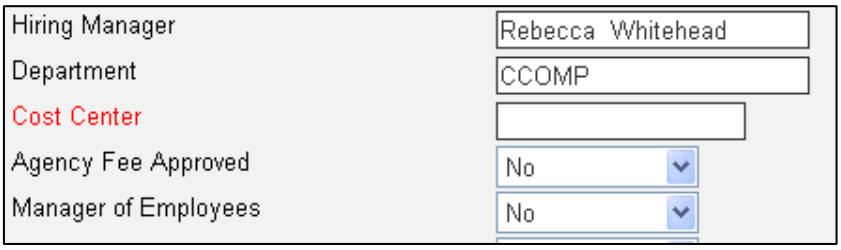
Human Resources Overview – External Vendor Management

Overview

The Vendor Management module is incorporated into the Talent Acquisition System and creates electronic access to recruiting agencies. Only vendors in the system may be used for recruiting. These vendors have contracts with Flowserve and competitive rates.

There are three roles which will touch the vendor management module: Hiring Manager, Human Resources Manager and the Recruiter, all who are working on the same requisition.

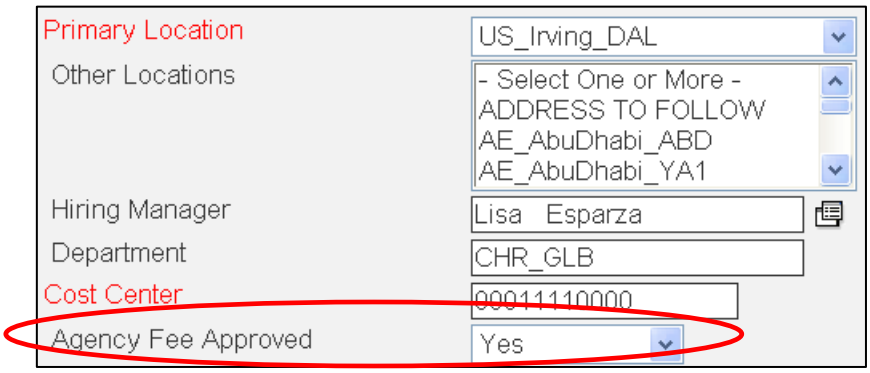
Hiring Manager Role



Approval of Fees

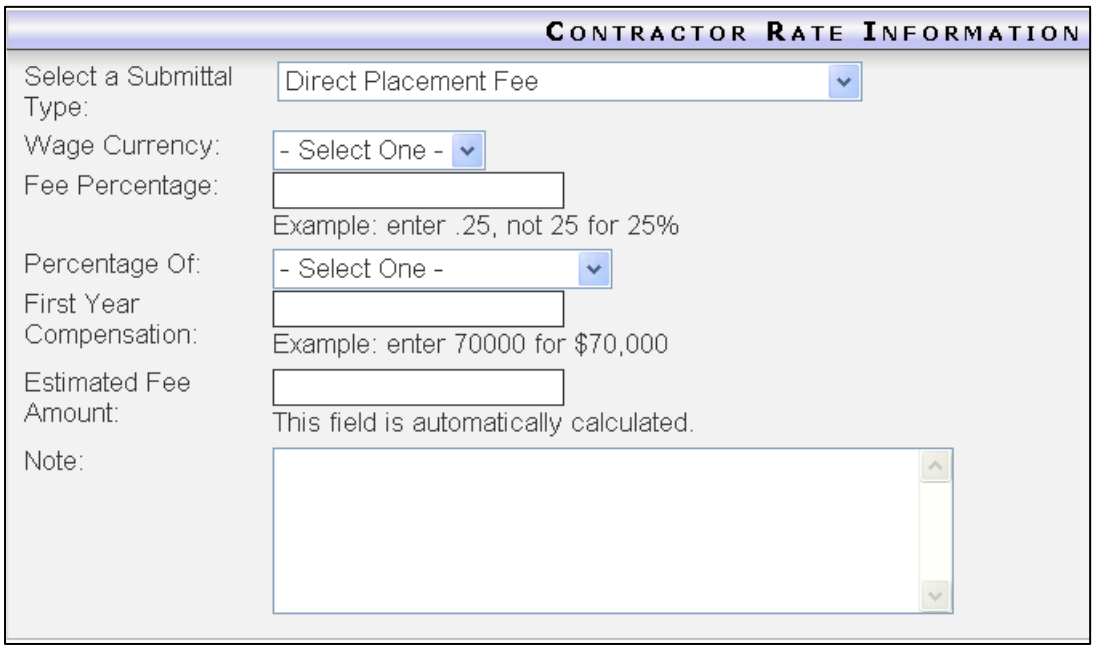
When a hiring manager is routing a requisition, they have the option of approving an agency fee. This means they have budgeted for a commission fee paid to a third party to staff the position.

If the manager selects **Yes**, it opens a section in the Human Resources Workbench (under Contractor Rate Information) for the HR Manager on the approval matrix.



At the bottom of the requisition profile page there is an optional section, **Contractor Rate Information,** which will allow you to view the estimated fees that you should expect should the position be filled using an external vendor.

Human Resources Role



When a requisition is routed to the Human Resources Manager, they will have to indicate the submittal type and populate the following information:

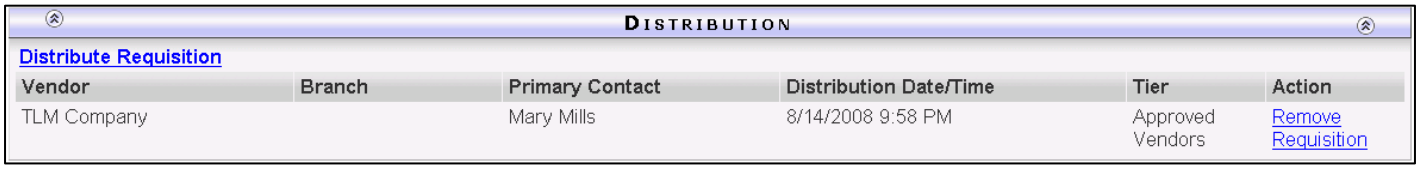
a) Select the type of placement fee used on this search
   1. Direct Placement fee
   2. Contract/Temp bill rate
b) Indicate the currency from the drop-down menu
c) Select percentage rate of pay
d) Enter the mid-point of the compensation range
e) The **Estimated Fee Amount** will pre-populate based on the percentage and mid-point of the compensation range

Once the recruiter receives the requisition and it has been approved for distribution to an external recruiting agency, the requisition profile will have the option to distribute the requisition. Requisitions that are not approved for search fees will not have this option in the profile.

Click on Distribute Requisition for a list of available vendors

The recruiter will click **Distribute Requisition**, and be taken into the Vendor Management Module. Vendors in the module have signed contracts with Flowserve and are approved on a quarterly basis.

The recruiter will then be returned to the requisition profile page where they can view the vendors that they have distributed the requisition to.



Once the vendor submits a candidate to the requisition you will be able to identify the candidate because there will be a **V** next to their name.

Note: If you have history with a vendor who is not on the list, or would like to try a new vendor, please contact the Leadership and Organizational Development at World Headquarters. At quarterly reviews, L & OD will send prospective vendors a Request for Information to be used in selection and contract negotiations.

External Vendor Guide

This guide should be sent to staffing vendors who will be working in the system.

Experience In Motion

External Vendor Guide - Registration Process

Once you have a signed contract with Flowserve you will follow theseinstructions:

1. **You will receive an email invitation from beyond@recruitmax.com**

FLOWSERVE

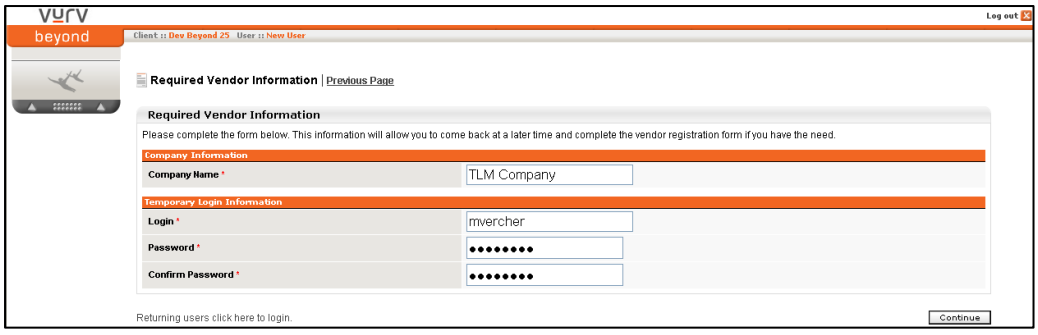
TLM Company:

Congratulations! Flowserve would like to add you to our Preferred Providers List. This will streamline assignment of requisitions to our vendors on a national basis.
Please create a login, so you can complete our online registration form.
We look forward to working with you.
Sincerely,

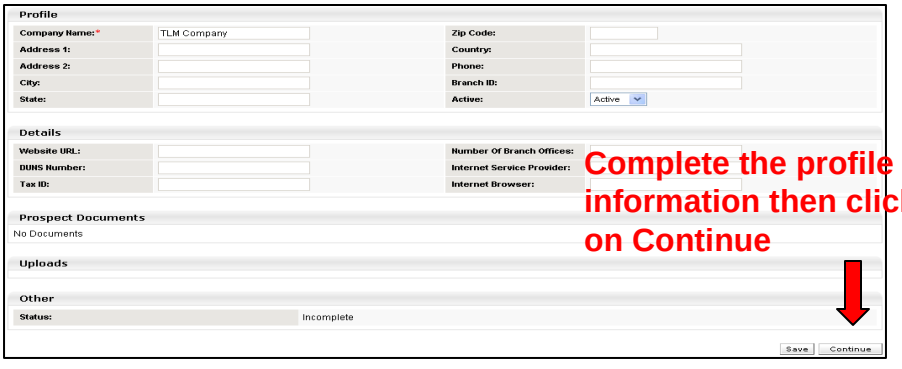
Mary Vercher

Click Here to Register

2. **By clicking on Click Here to Register link you will be brought to a new window to create your password:**

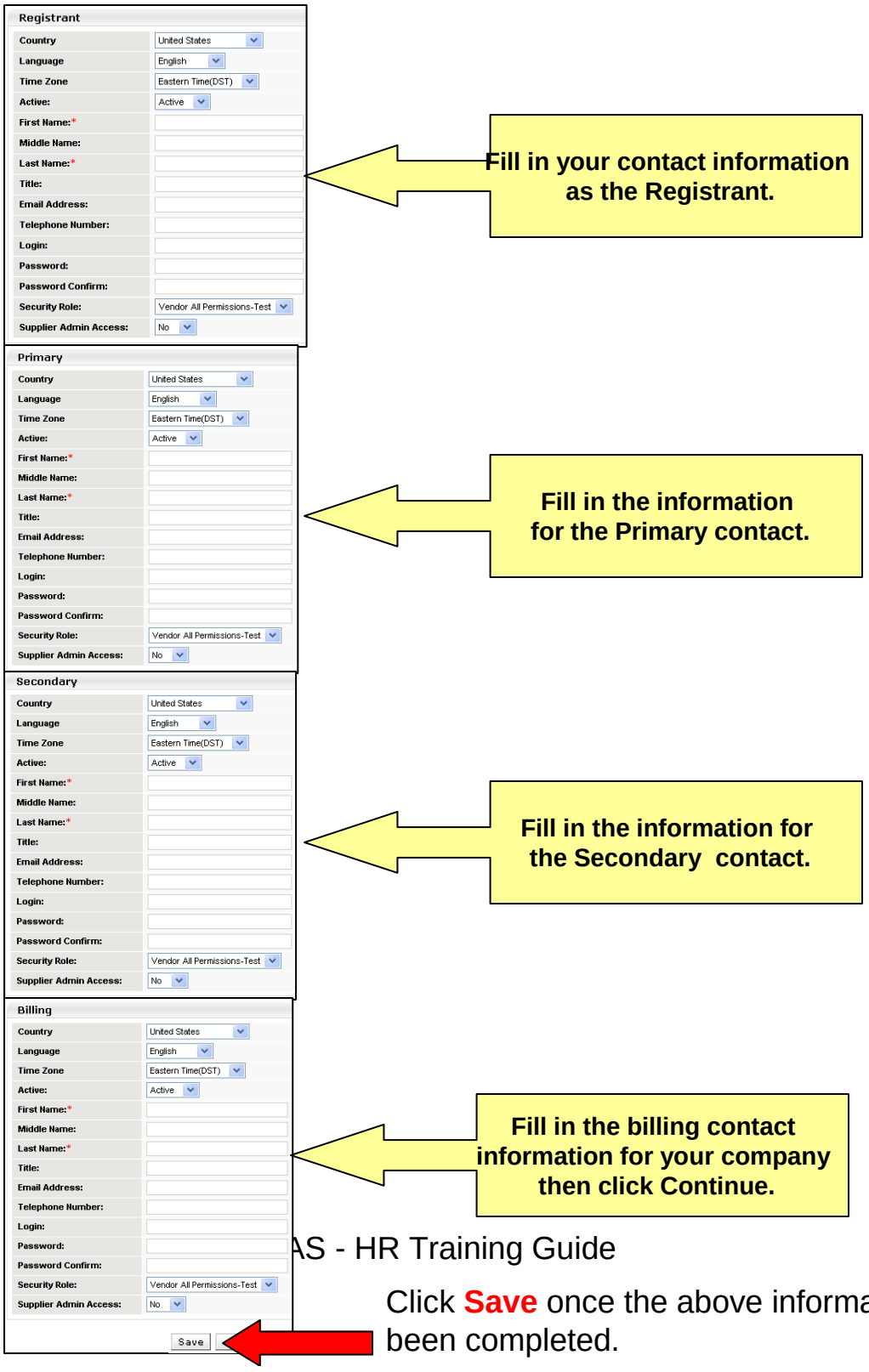

beyond
Log out
Required Vendor Information | Previous Page
Required Vendor Information
Please complete the form below. This information will allow you to come back at a later time and complete the vendor registration form if you have the need.
Company Information
Company Name *
TLM Company
Temporary Login Information
Login *
mvercher
Password *
Confirm Password *
Returning users click here to login.
Continue

3. **You will then be asked to complete your Company's Profile:**



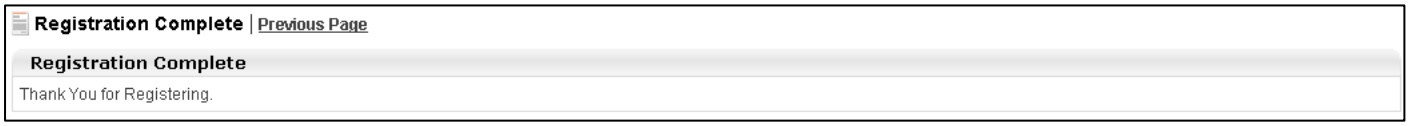
Complete the profile information then click on Continue

4. Complete all contact information:



Click **Save** once the above information has been completed.

5. You have completed your portion of the registration process:



6. The Flowserve System Administrator will review your registration information and once it is complete they will officially approve your company to be added to our preferred provider list. Once you are approved you will receive an email informing you:

TLM Company:

We are please to announce that you have been selected to participate as a strategic supplier with Flowserve. You will receive assignments from us via e-mail. Thank you and we look forward to doing business with you.

Sincerely,

FLOWSERVE

FLOWSERVE

Experience In Motion

Receiving Requisitions

1. You will receive an email with a link to the requisition once it has been distributed to you by the recruiter.

TLM Company:

A new requisition has been distributed for you review. Please utilize our Vendor Management System to submit any candidate that you qualify as a good fit.

The requisition details are as follows:

Human Resources Representative (6080)

IRVING, TX

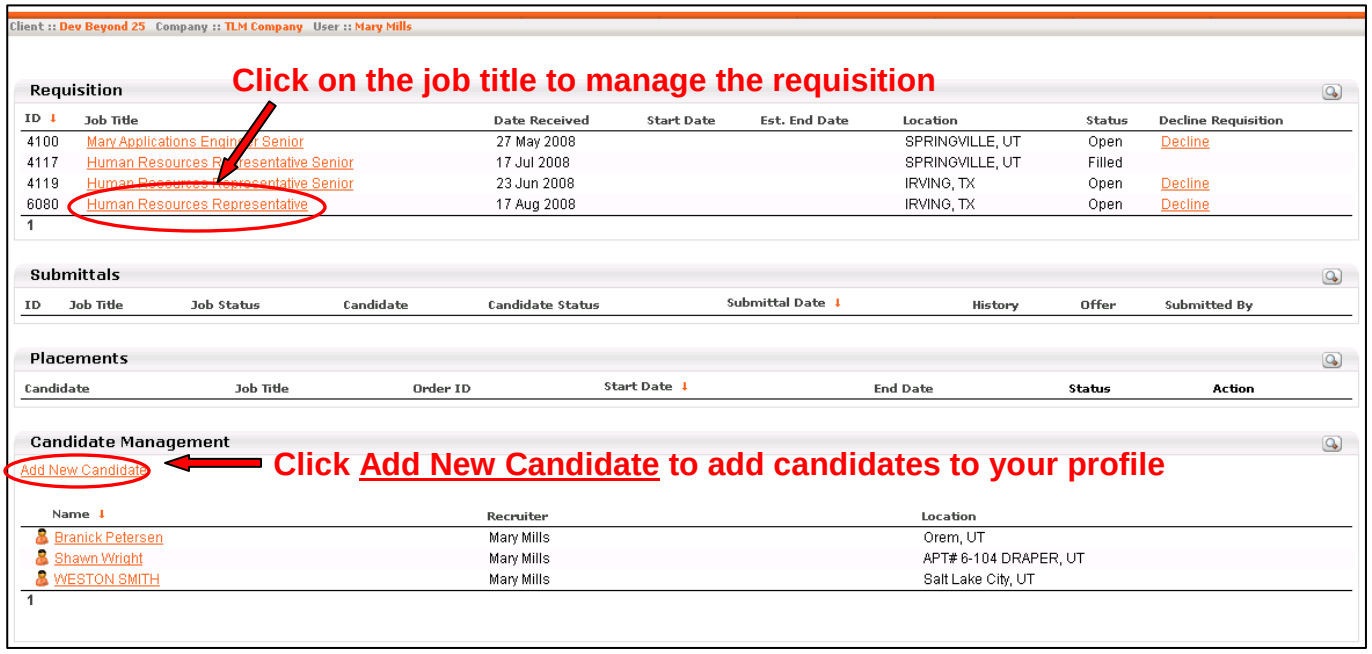
Click to view Requisition

View the new requisition by clicking on the link.

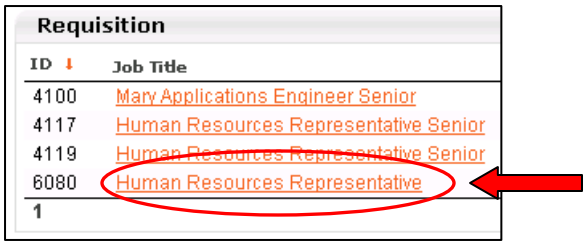
Managing Requisitions

1. Log in to your account at
https://flowservestaging.recruitmax.com//MAIN/default.cfm?szCat=beyond

2. Manage your requisitions and candidates.

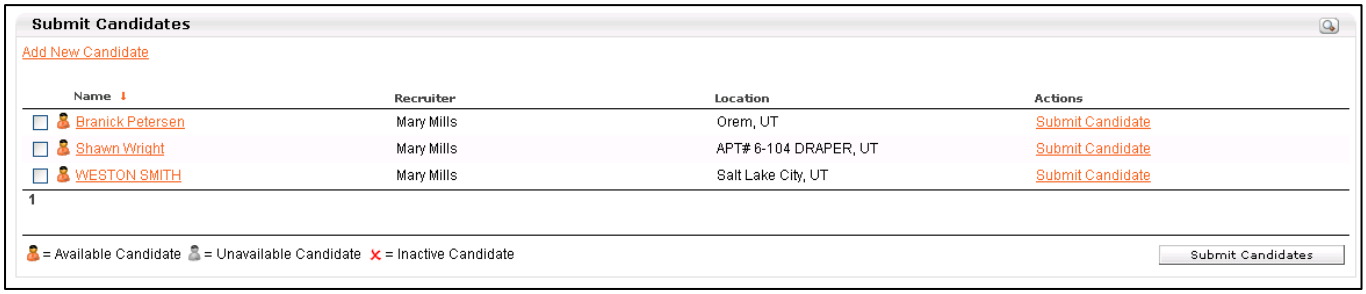

Client :: Dev Beyond 25 Company :: TLM Company User :: Mary Mills
Click on the job title to manage the requisition
Requisition
ID Job Title Date Received Start Date Est. End Date Location Status Decline Requisition
4100 Mary Applications Engineer Senior 27 May 2008 SPRINGVILLE, UT Open Decline
4117 Human Resources Representative Senior 17 Jul 2008 SPRINGVILLE, UT Filled
4119 Human Resources Representative Senior 23 Jun 2008 IRVING, TX Open Decline
6080 Human Resources Representative 17 Aug 2008 IRVING, TX Open Decline
1
Submittals
ID Job Title Job Status Candidate Candidate Status Submittal Date History Offer Submitted By
Placements
Candidate Job Title Order ID Start Date End Date Status Action
Candidate Management
Add New Candidate
Click Add New Candidate to add candidates to your profile
Name Recruiter Location
Branick Petersen Mary Mills Orem, UT
Shawn Wright Mary Mills APT# 6-104 DRAPER, UT
WESTON SMITH Mary Mills Salt Lake City, UT
1

To Add Candidates to a Requisition:

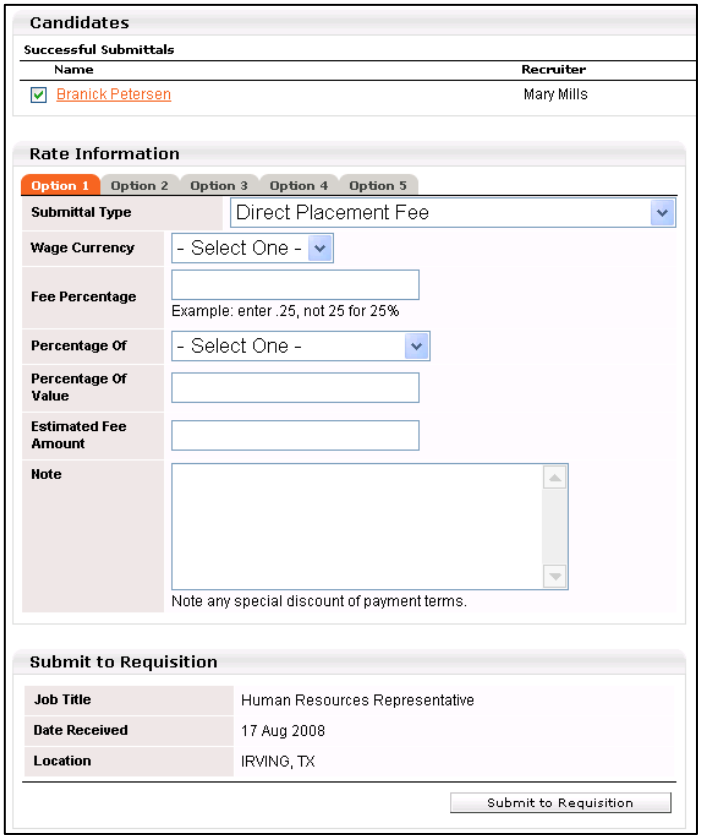


Click on the link to open the requisition

Scroll to the bottom of the requisition page to the candidate section. Select the candidates to add to the requisition and click submit.



Enter the required information on the next screen and then Submit to Requisition.



Managing Requisitions Part 2

Distributing Requisitions to External Job Posting Boards

Experience In Motion

Human Resources Professionals can post requisitions to job boards via the Talent Acquisition System.

Human Resources Posting a Requisition to Job Boards:

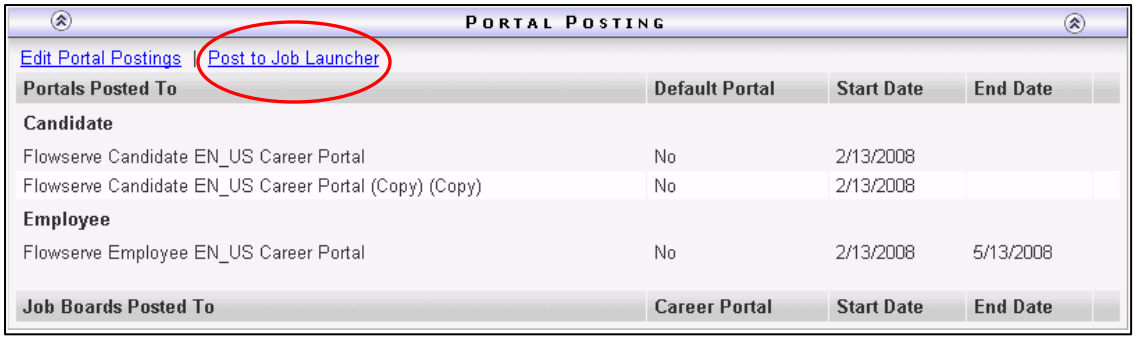
Step 1 – Initiating job launcher:

1. Open requisition to be posted

   A: Scroll down the page to the Portal Posting section

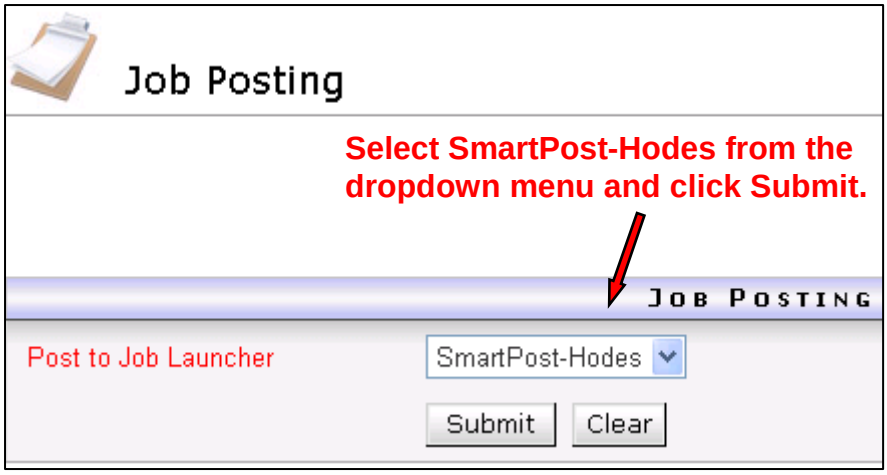
   B: Click on the **Post to Job Launcher** link

1

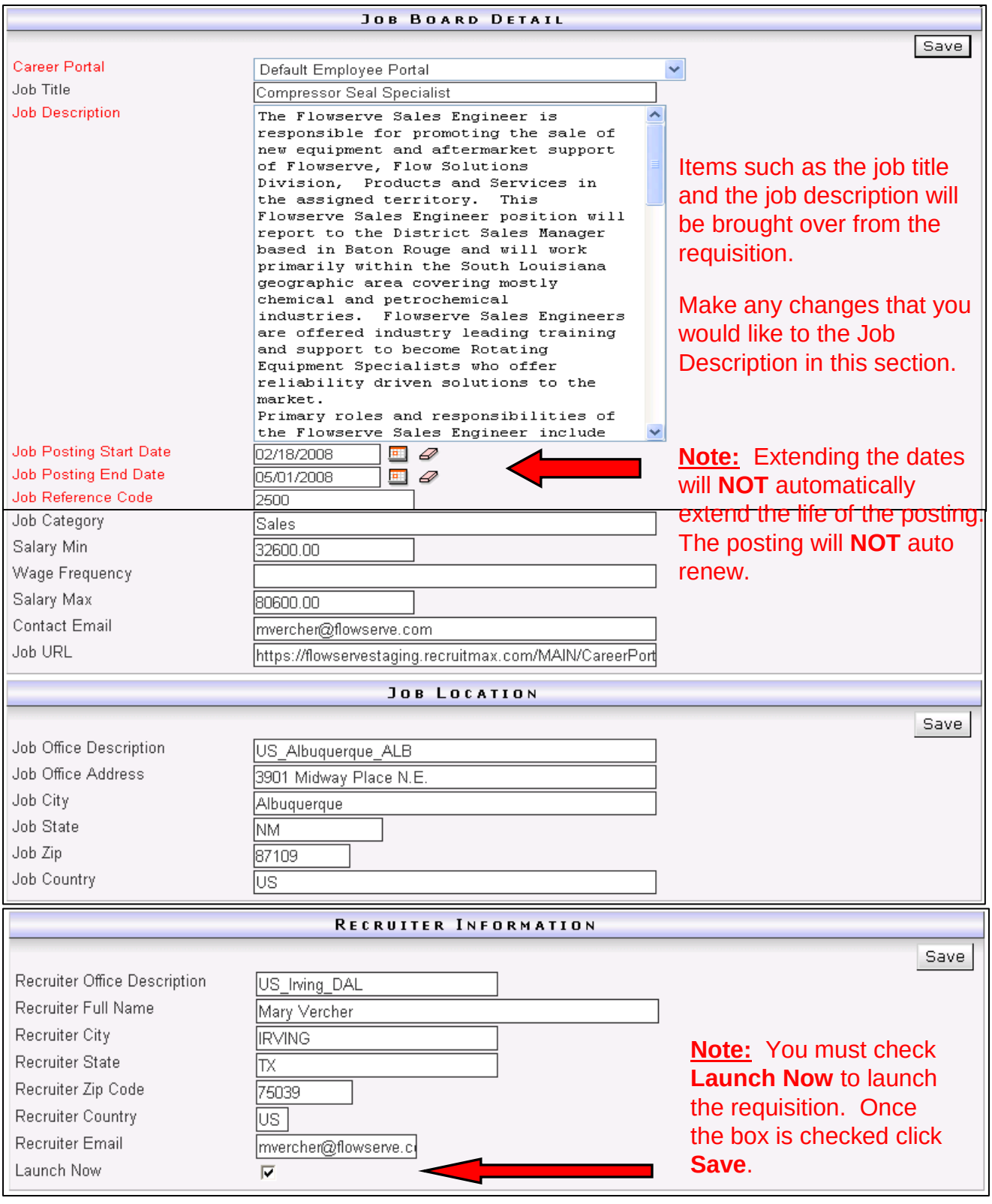


Step 2 – Select Job Launcher:

2



Step 3 – Job Detail:



Items such as the job title and the job description will be brought over from the requisition.

Make any changes that you would like to the Job Description in this section.

Note: Extending the dates will **NOT** automatically extend the life of the posting. The posting will **NOT** auto renew.

Note: You must check **Launch Now** to launch the requisition. Once the box is checked click **Save**.

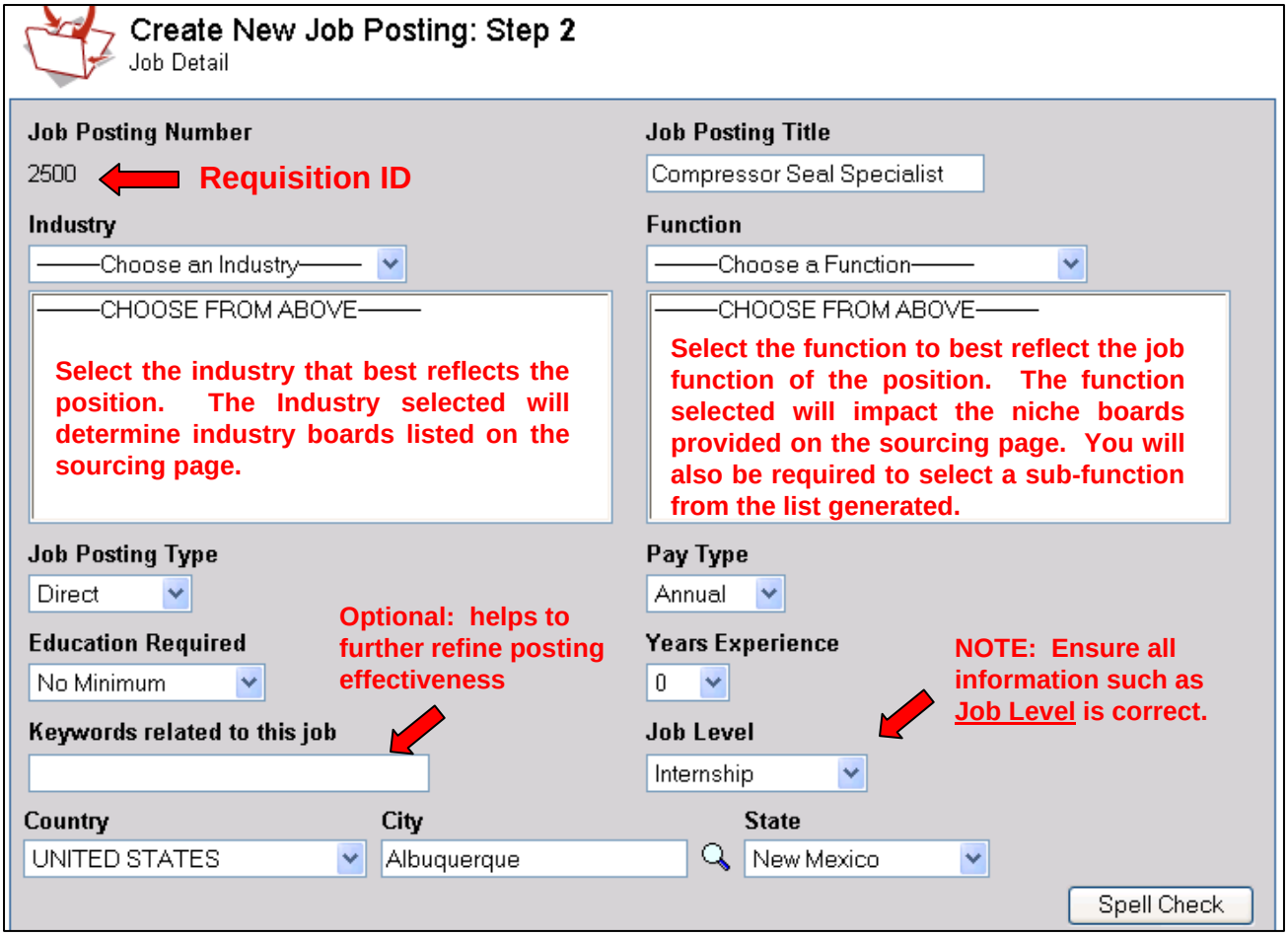
Step 4 – Continue to site:

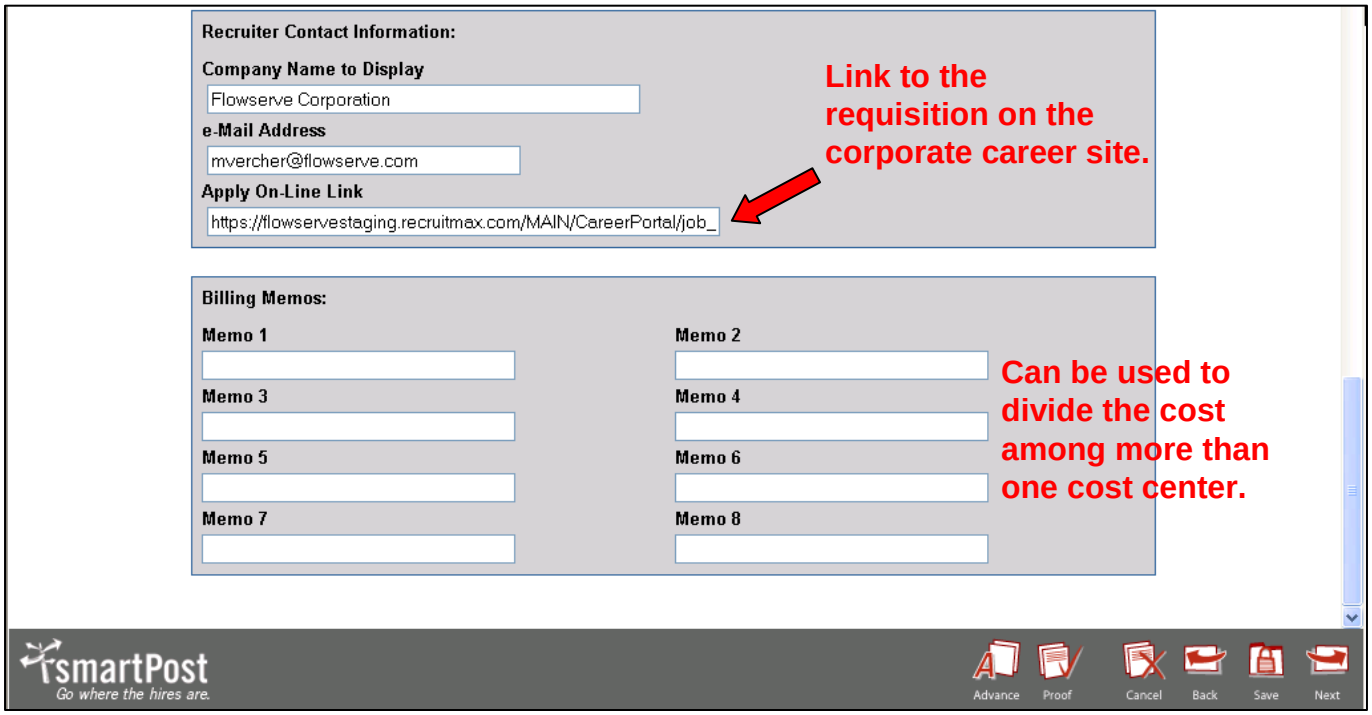
4

Posted to Job Posting Successfully. Please Click Here to Login to SmartPost-Hodes Site
Please Click Here to go back to Requistion Profile

(A new window will open once you click to login to SmartPost-Hodes)

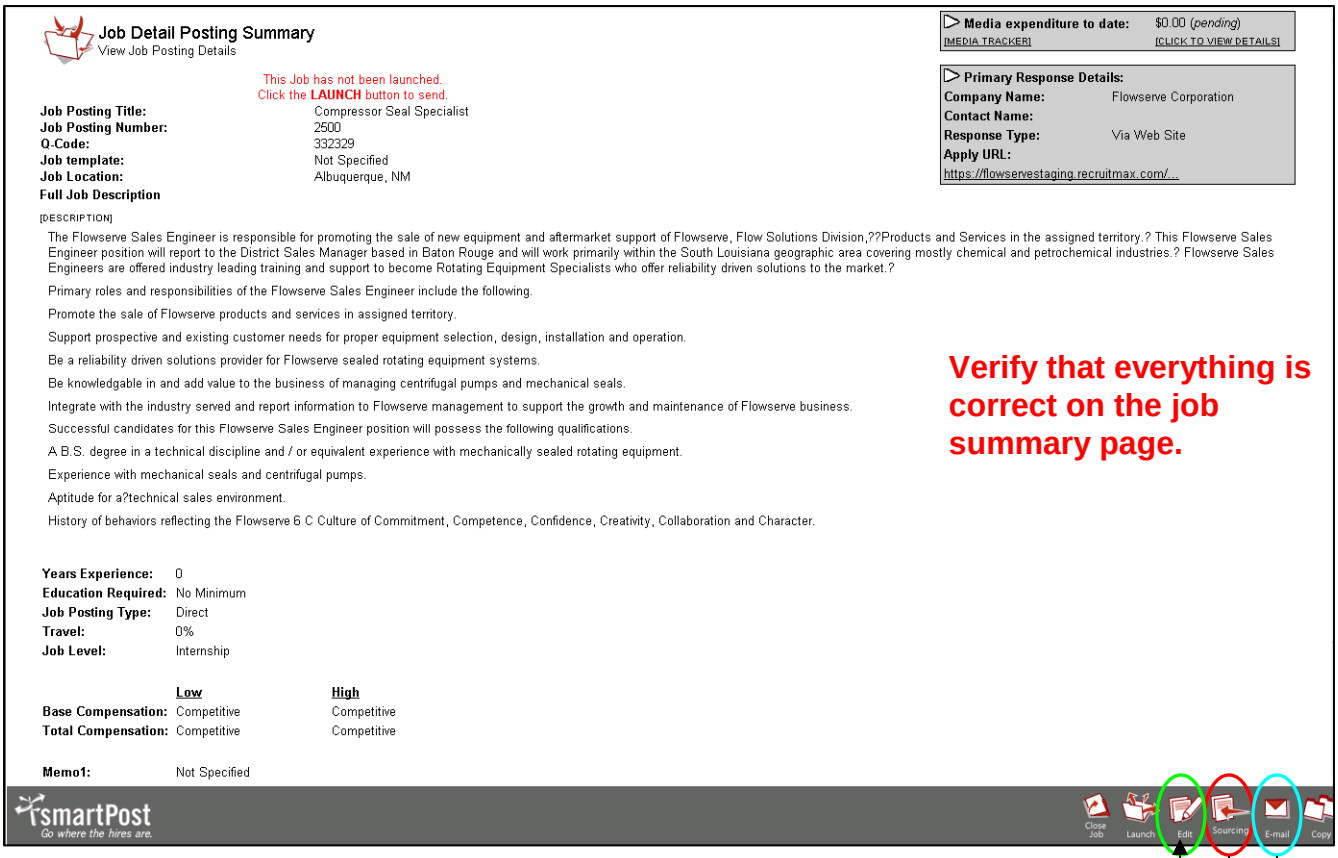
Step 5 – Creating a New Job Posting:


Create New Job Posting: Step 2
Job Detail
Job Posting Number
2500
Requisition ID
Job Posting Title
Compressor Seal Specialist
Industry
———Choose an Industry———
———CHOOSE FROM ABOVE———
Select the industry that best reflects the position. The Industry selected will determine industry boards listed on the sourcing page.
Function
———Choose a Function———
———CHOOSE FROM ABOVE———
Select the function to best reflect the job function of the position. The function selected will impact the niche boards provided on the sourcing page. You will also be required to select a sub-function from the list generated.
Job Posting Type
Direct
Pay Type
Annual
Education Required
No Minimum
Optional: helps to further refine posting effectiveness
Years Experience
0
NOTE: Ensure all information such as Job Level is correct.
Keywords related to this job
Job Level
Internship
Country
UNITED STATES
City
Albuquerque
State
New Mexico
Spell Check


Recruiter Contact Information:
Company Name to Display
Flowserve Corporation
e-Mail Address
mvercher@flowserve.com
Apply On-Line Link
https://flowservestaging.recruitmax.com/MAIN/CareerPortal/job_
Link to the requisition on the corporate career site.
Billing Memos:
Memo 1
Memo 2
Memo 3
Memo 4
Memo 5
Memo 6
Memo 7
Memo 8
Can be used to divide the cost among more than one cost center.
smartPost
Go where the hires are.
Advance
Proof
Cancel
Back
Save
Next

Click SAVE

Step 6 – Verify Job Detail:


Job Detail Posting Summary
View Job Posting Details
This Job has not been launched.
Click the LAUNCH button to send.
Job Posting Title: Compressor Seal Specialist
Job Posting Number: 2500
Q-Code: 332329
Job template: Not Specified
Job Location: Albuquerque, NM
Full Job Description
[DESCRIPTION]
The Flowserve Sales Engineer is responsible for promoting the sale of new equipment and aftermarket support of Flowserve, Flow Solutions Division,??Products and Services in the assigned territory.? This Flowserve Sales Engineer position will report to the District Sales Manager based in Baton Rouge and will work primarily within the South Louisiana geographic area covering mostly chemical and petrochemical industries.? Flowserve Sales Engineers are offered industry leading training and support to become Rotating Equipment Specialists who offer reliability driven solutions to the market.?
Primary roles and responsibilities of the Flowserve Sales Engineer include the following.
Promote the sale of Flowserve products and services in assigned territory.
Support prospective and existing customer needs for proper equipment selection, design, installation and operation.
Be a reliability driven solutions provider for Flowserve sealed rotating equipment systems.
Be knowledgable in and add value to the business of managing centrifugal pumps and mechanical seals.
Integrate with the industry served and report information to Flowserve management to support the growth and maintenance of Flowserve business.
Successful candidates for this Flowserve Sales Engineer position will possess the following qualifications.
A B.S. degree in a technical discipline and / or equivalent experience with mechanically sealed rotating equipment.
Experience with mechanical seals and centrifugal pumps.
Aptitude for a?technical sales environment.
History of behaviors reflecting the Flowserve 6 C Culture of Commitment, Competence, Confidence, Creativity, Collaboration and Character.
Years Experience: 0
Education Required: No Minimum
Job Posting Type: Direct
Travel: 0%
Job Level: Internship
Low
High
Base Compensation: Competitive Competitive
Total Compensation: Competitive Competitive
Memo1: Not Specified
Media expenditure to date: $0.00 (pending)
[MEDIA TRACKER]
[CLICK TO VIEW DETAILS]
Primary Response Details:
Company Name: Flowserve Corporation
Contact Name:
Response Type: Via Web Site
Apply URL:
https://flowservestaging.recruitmax.com/...
Verify that everything is correct on the job summary page.
smartPost
Go where the hires are.
Close Job
Launch
Edit
Sourcing
E-mail
Copy

1. **If changes need to be made, click edit.**

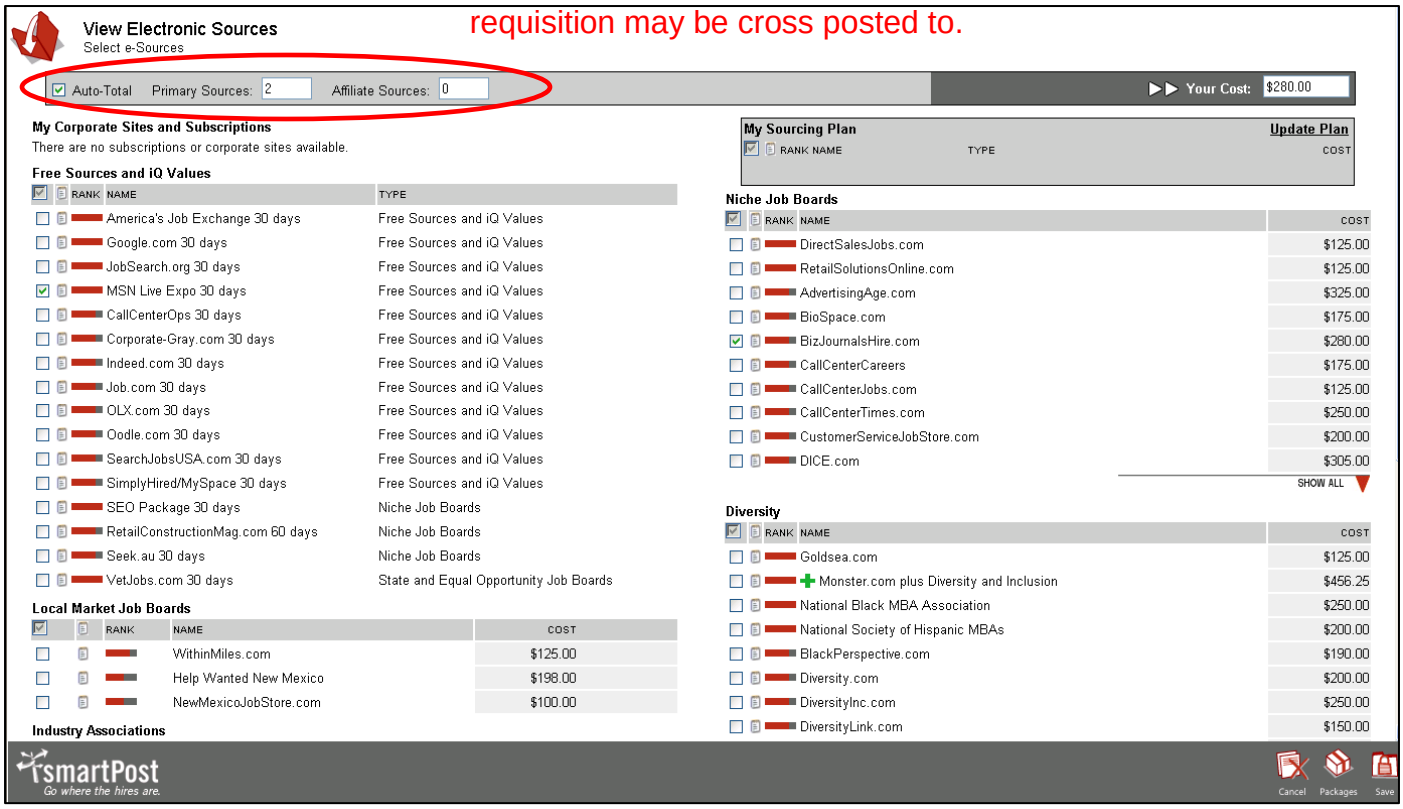
2. **If ready to post, click sourcing.**

   Note: By clicking the sourcing icon, the SmartPost tool will generate a list of relevant media sources based on the criteria of each posting.

3. **Email for Approval**

Step 7 – Choose Electronic Sources:

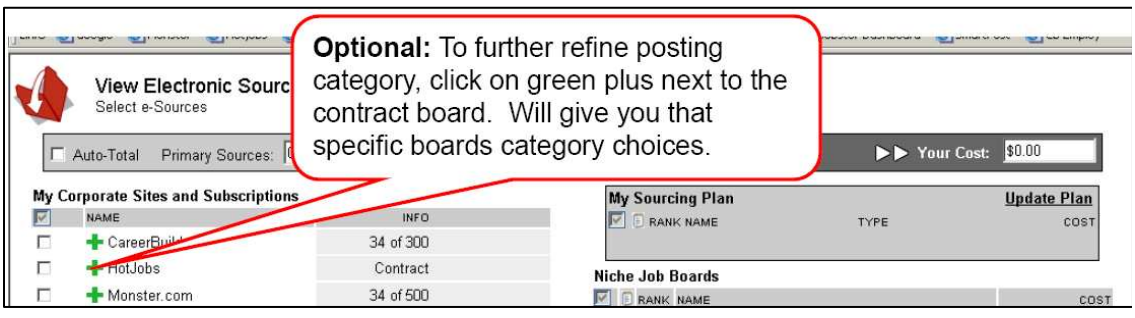
Check **Auto Total** to total the cost of the job boards that you choose. **Primary Sources** – number of boards that you have chosen from the e-sourcing page directly. **Affiliate Sources** – number of partner media of the primary source that your requisition may be cross posted to.


View Electronic Sources
Select e-Sources
Auto-Total
Primary Sources: 2
Affiliate Sources: 0
Your Cost: $280.00
My Corporate Sites and Subscriptions
There are no subscriptions or corporate sites available.
Free Sources and iQ Values
RANK NAME TYPE
America's Job Exchange 30 days Free Sources and iQ Values
Google.com 30 days Free Sources and iQ Values
JobSearch.org 30 days Free Sources and iQ Values
MSN Live Expo 30 days Free Sources and iQ Values
CallCenterOps 30 days Free Sources and iQ Values
Corporate-Gray.com 30 days Free Sources and iQ Values
Indeed.com 30 days Free Sources and iQ Values
Job.com 30 days Free Sources and iQ Values
OLX.com 30 days Free Sources and iQ Values
Oodle.com 30 days Free Sources and iQ Values
SearchJobsUSA.com 30 days Free Sources and iQ Values
SimplyHired/MySpace 30 days Free Sources and iQ Values
SEO Package 30 days Niche Job Boards
RetailConstructionMag.com 60 days Niche Job Boards
Seek.au 30 days Niche Job Boards
VetJobs.com 30 days State and Equal Opportunity Job Boards
Local Market Job Boards
RANK NAME COST
WithinMiles.com $125.00
Help Wanted New Mexico $198.00
NewMexicoJobStore.com $100.00
Industry Associations
My Sourcing Plan
Update Plan
RANK NAME TYPE COST
Niche Job Boards
RANK NAME COST
DirectSalesJobs.com $125.00
RetailSolutionsOnline.com $125.00
AdvertisingAge.com $325.00
BioSpace.com $175.00
BizJournalsHire.com $280.00
CallCenterCareers $175.00
CallCenterJobs.com $125.00
CallCenterTimes.com $250.00
CustomerServiceJobStore.com $200.00
DICE.com $305.00
SHOW ALL
Diversity
RANK NAME COST
Goldsea.com $125.00
Monster.com plus Diversity and Inclusion $456.25
National Black MBA Association $250.00
National Society of Hispanic MBAs $200.00
BlackPerspective.com $190.00
Diversity.com $200.00
DiversityInc.com $250.00
DiversityLink.com $150.00
smartPost
Go where the hires are.
Cancel
Packages
Save

Place a check in the box next to any of the job boards where you want the position to be posted to.

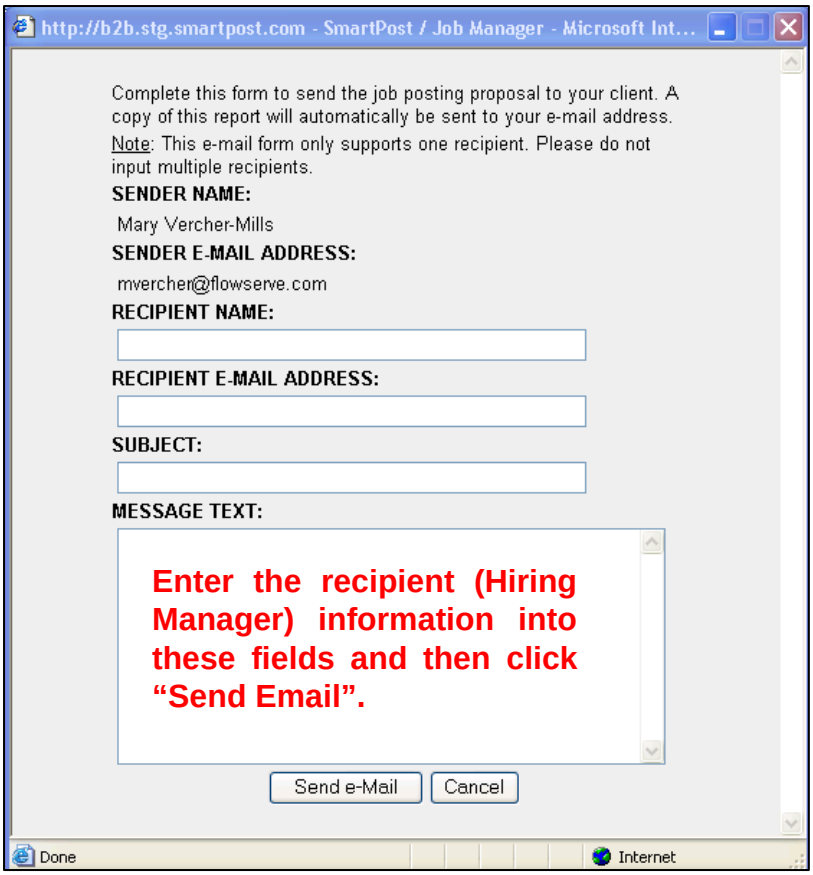
When you are finished adding sources - Click Save

As we add corporate sites to Smart Post they will add to the "My Corporate Sites and Subscriptions" section.
(as shown)


Optional: To further refine posting category, click on green plus next to the contract board. Will give you that specific boards category choices.
View Electronic Sourc
Select e-Sources
Auto-Total
Primary Sources:
Your Cost: $0.00
My Corporate Sites and Subscriptions
NAME INFO
CareerBuild 34 of 300
HotJobs Contract
Monster.com 34 of 500
My Sourcing Plan
Update Plan
RANK NAME TYPE COST
Niche Job Boards
RANK NAME COST

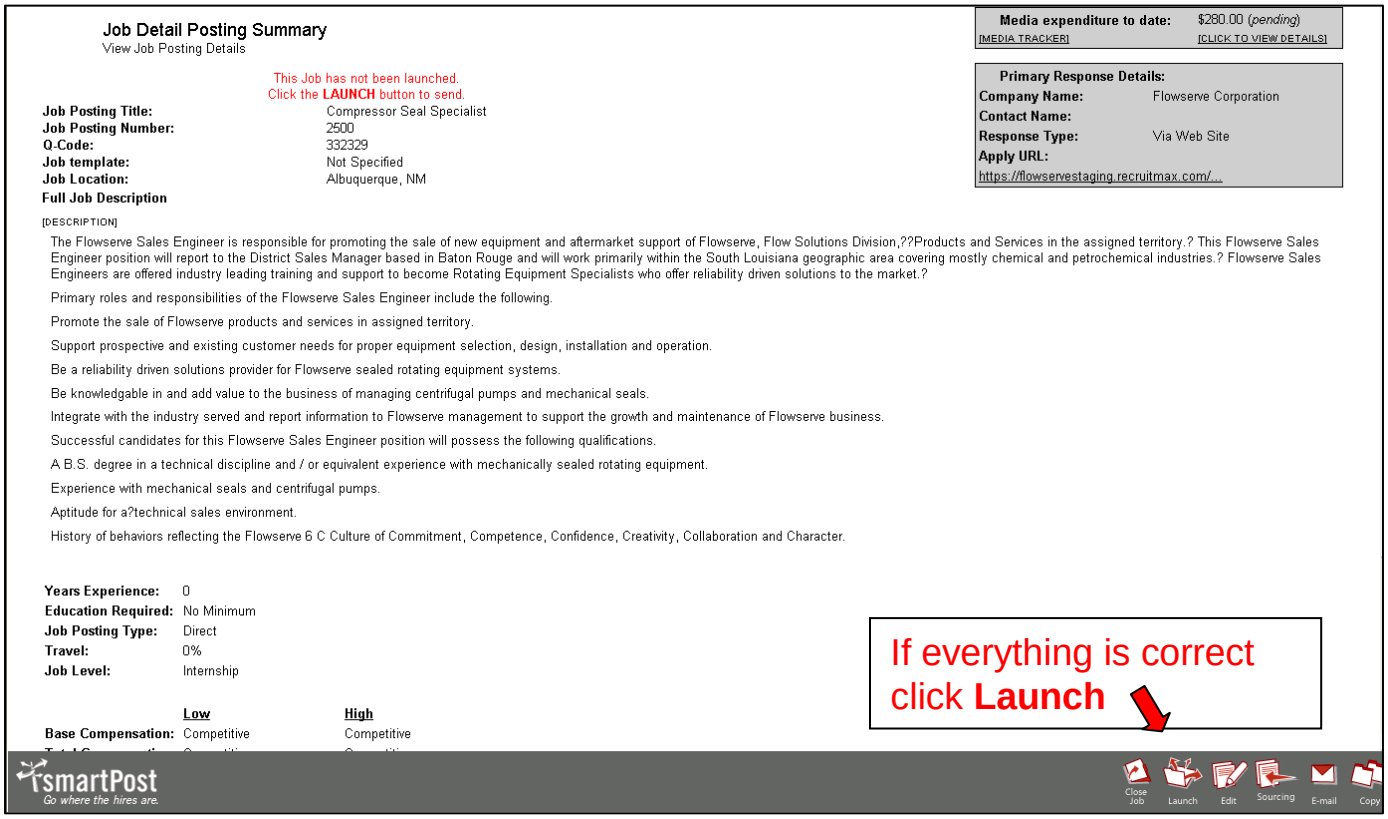
Email for Approval

*** Prior to sending the job posting to the media, you may want to ensure that you have approval for the media expenditure. Please select Send e-mail from the bottom of the Job Detail Posting Summary Page. This will generate a popup for you to enter the recipient information to send a copy of this job and sourcing plan to for approval.**


http://b2b.stg.smartpost.com - SmartPost / Job Manager - Microsoft Int...
Complete this form to send the job posting proposal to your client. A copy of this report will automatically be sent to your e-mail address.
Note: This e-mail form only supports one recipient. Please do not input multiple recipients.
SENDER NAME:
Mary Vercher-Mills
SENDER E-MAIL ADDRESS:
mvercher@flowserve.com
RECIPIENT NAME:
RECIPIENT E-MAIL ADDRESS:
SUBJECT:
MESSAGE TEXT:
Enter the recipient (Hiring Manager) information into these fields and then click "Send Email".
Send e-Mail
Cancel
Done
Internet

Once you have approval, you can send your job posting to ALL of the media you selected by clicking the Launch button at the bottom of the page.

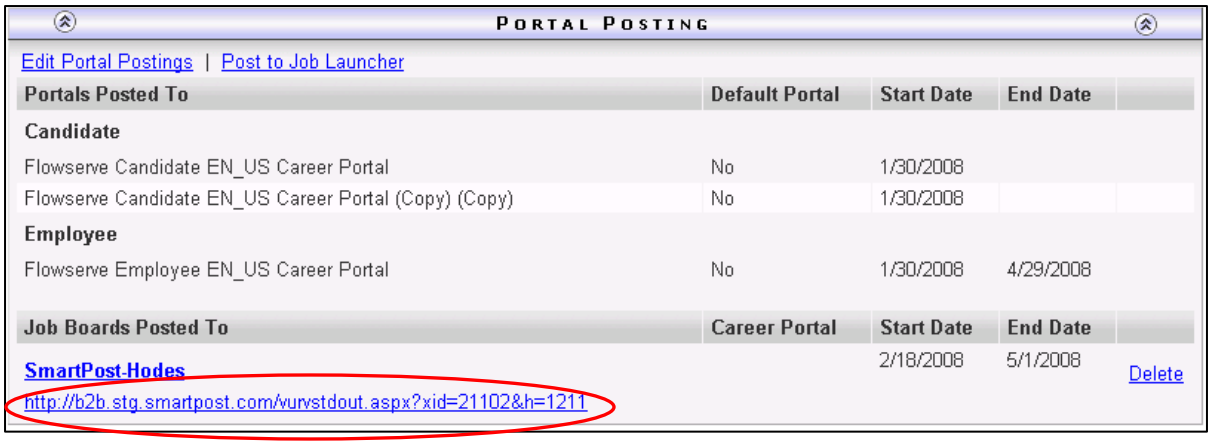
Step 8 – Posting Summary:


Job Detail Posting Summary
View Job Posting Details
Media expenditure to date: $280.00 (pending)
[MEDIA TRACKER]
[CLICK TO VIEW DETAILS]
This Job has not been launched.
Click the LAUNCH button to send.
Primary Response Details:
Company Name: Flowserve Corporation
Contact Name:
Response Type: Via Web Site
Apply URL:
https://flowservestaging.recruitmax.com/...
Job Posting Title: Compressor Seal Specialist
Job Posting Number: 2500
Q-Code: 332329
Job template: Not Specified
Job Location: Albuquerque, NM
Full Job Description
[DESCRIPTION]
The Flowserve Sales Engineer is responsible for promoting the sale of new equipment and aftermarket support of Flowserve, Flow Solutions Division,??Products and Services in the assigned territory.? This Flowserve Sales Engineer position will report to the District Sales Manager based in Baton Rouge and will work primarily within the South Louisiana geographic area covering mostly chemical and petrochemical industries.? Flowserve Sales Engineers are offered industry leading training and support to become Rotating Equipment Specialists who offer reliability driven solutions to the market.?
Primary roles and responsibilities of the Flowserve Sales Engineer include the following.
Promote the sale of Flowserve products and services in assigned territory.
Support prospective and existing customer needs for proper equipment selection, design, installation and operation.
Be a reliability driven solutions provider for Flowserve sealed rotating equipment systems.
Be knowledgable in and add value to the business of managing centrifugal pumps and mechanical seals.
Integrate with the industry served and report information to Flowserve management to support the growth and maintenance of Flowserve business.
Successful candidates for this Flowserve Sales Engineer position will possess the following qualifications.
A B.S. degree in a technical discipline and / or equivalent experience with mechanically sealed rotating equipment.
Experience with mechanical seals and centrifugal pumps.
Aptitude for a?technical sales environment.
History of behaviors reflecting the Flowserve 6 C Culture of Commitment, Competence, Confidence, Creativity, Collaboration and Character.
Years Experience: 0
Education Required: No Minimum
Job Posting Type: Direct
Travel: 0%
Job Level: Internship
Low
High
Base Compensation: Competitive Competitive
If everything is correct click Launch
smartPost
Go where the hires are.
Close Job
Launch
Edit
Sourcing
E-mail
Copy

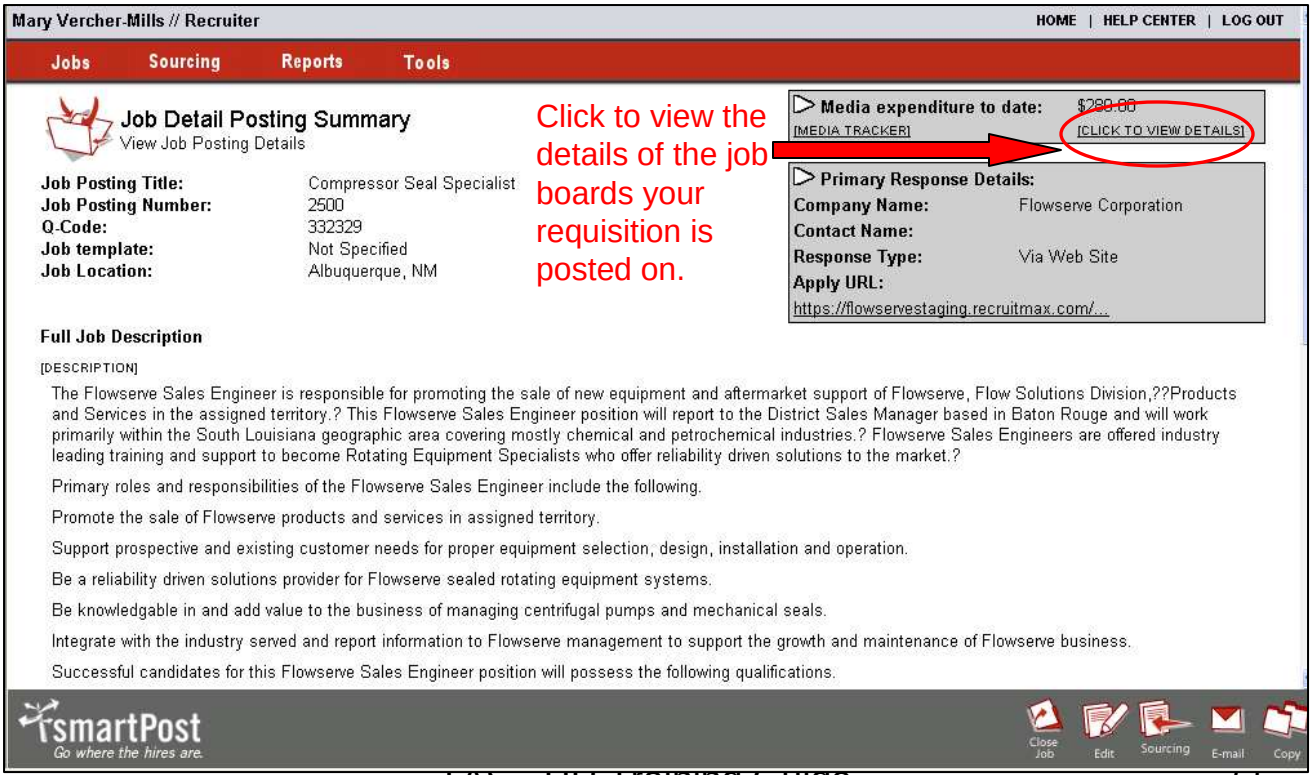
Note: Please allow 24-48 hours to see these jobs posted externally

To view the posting transactions for a particular requisition follow the steps below.

1. Open the requisition profile
2. Scroll down to the Portal Posting section
3. Click on the link under Smart Post-Hodes

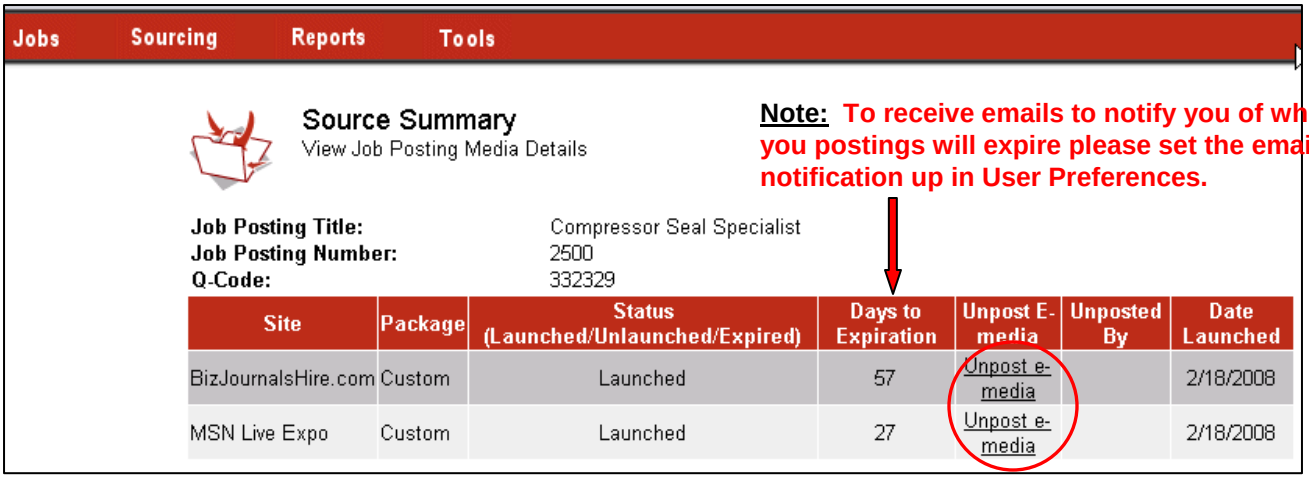


A new window will open:

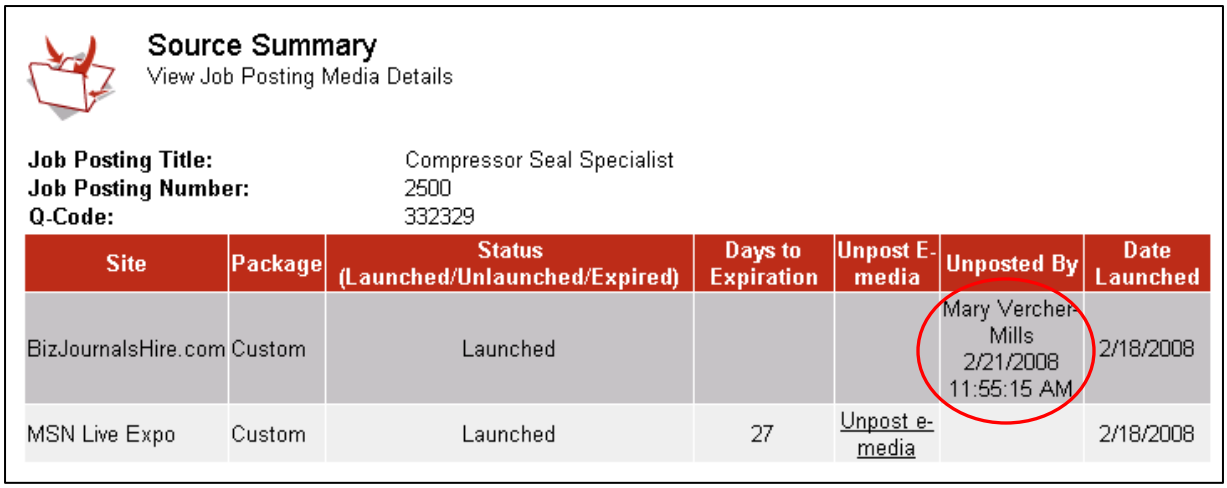

Mary Vercher-Mills // Recruiter
HOME | HELP CENTER | LOG OUT
Jobs
Sourcing
Reports
Tools
Job Detail Posting Summary
View Job Posting Details
Job Posting Title: Compressor Seal Specialist
Job Posting Number: 2500
Q-Code: 332329
Job template: Not Specified
Job Location: Albuquerque, NM
Click to view the details of the job boards your requisition is posted on.
Media expenditure to date: $299.00
[MEDIA TRACKER]
[CLICK TO VIEW DETAILS]
Primary Response Details:
Company Name: Flowserve Corporation
Contact Name:
Response Type: Via Web Site
Apply URL:
https://flowservestaging.recruitmax.com/...
Full Job Description
[DESCRIPTION]
The Flowserve Sales Engineer is responsible for promoting the sale of new equipment and aftermarket support of Flowserve, Flow Solutions Division,??Products and Services in the assigned territory.? This Flowserve Sales Engineer position will report to the District Sales Manager based in Baton Rouge and will work primarily within the South Louisiana geographic area covering mostly chemical and petrochemical industries.? Flowserve Sales Engineers are offered industry leading training and support to become Rotating Equipment Specialists who offer reliability driven solutions to the market.?
Primary roles and responsibilities of the Flowserve Sales Engineer include the following.
Promote the sale of Flowserve products and services in assigned territory.
Support prospective and existing customer needs for proper equipment selection, design, installation and operation.
Be a reliability driven solutions provider for Flowserve sealed rotating equipment systems.
Be knowledgable in and add value to the business of managing centrifugal pumps and mechanical seals.
Integrate with the industry served and report information to Flowserve management to support the growth and maintenance of Flowserve business.
Successful candidates for this Flowserve Sales Engineer position will possess the following qualifications.
smartPost
Go where the hires are.
Close Job
Edit
Sourcing
E-mail
Copy

Unposting:

On this page you can view the details surrounding where you have posted your requisition. You may also remove the requisition from job boards by clicking **Unpost e-media.**



Once you click **Unpost e-media** it will automatically pull the posting off of that job board and provide you the detail in the Unposted By section.



Add additional job boards:

Mary Vercher-Mills // Recruiter
HOME | HELP CENTER | LOG OUT
Jobs
Sourcing
Reports
Tools
Job Detail Posting Summary
View Job Posting Details
Media expenditure to date: $280.00
[MEDIA TRACKER]
[CLICK TO VIEW DETAILS]
Job Posting Title: Compressor Seal Specialist
Job Posting Number: 2500
Q-Code: 332329
Job template: Not Specified
Job Location: Albuquerque, NM
Primary Response Details:
Company Name: Flowserve Corporation
Contact Name:
Response Type: Via Web Site
Apply URL:
https://flowservestaging.recruitmax.com/...
Full Job Description
[DESCRIPTION]
The Flowserve Sales Engineer is responsible for promoting the sale of new equipment and aftermarket support of Flowserve, Flow Solutions Division,??Products and Services in the assigned territory.? This Flowserve Sales Engineer position will report to the District Sales Manager based in Baton Rouge and will work primarily within the South Louisiana geographic area covering mostly chemical and petrochemical industries.? Flowserve Sales Engineers are offered industry leading training and support to become Rotating Equipment Specialists who offer reliability driven solutions to the market.?
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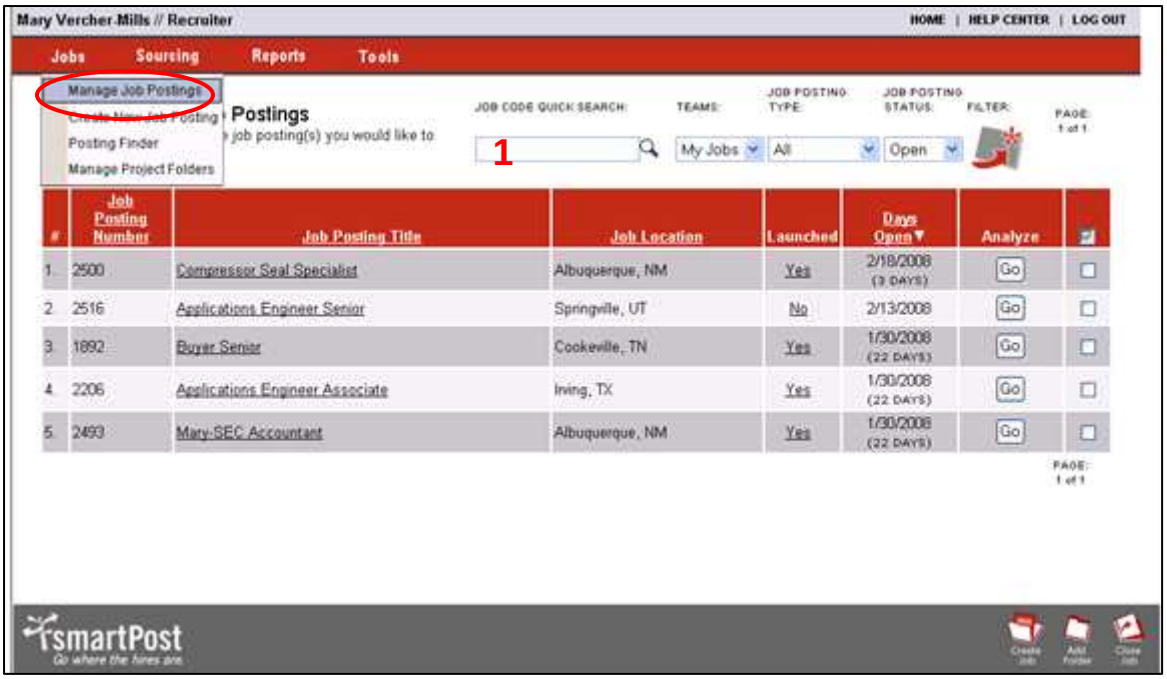
Support prospective and existing customer needs for proper equipment selection, design, installation and operation.
Be a reliability driven solutions provider for Flowserve sealed rotating equipment systems.
Be knowledgable in and add value to the business of managing centrifugal pumps and mechanical seals.
Integrate with the industry served and report information to Flowserve management to support the growth and maintenance of Flowserve business.
Successful candidates for this Flowserve Sales Engineer position will possess the following qualifications.
Click on Sourcing to add additional job boards.
smartPost
Go where the hires are.
Close Job
Edit
Sourcing
E-mail
Copy

Manage Job Postings Screen

Jobs > Manage Job Postings


Mary Vercher-Mills // Recruiter
HOME | HELP CENTER | LOG OUT
Jobs
Sourcing
Reports
Tools
Manage Job Postings
Posting Finder
Manage Project Folders
Postings
job posting(s) you would like to
JOB CODE QUICK SEARCH:
1
TEAMS:
My Jobs
JOB POSTING TYPE:
All
JOB POSTING STATUS:
Open
FILTER:
PAGE: 1 of 1
| Job Posting Number | Job Posting Title | Job Location | Launched | Days Open | Analyze
1 | 2500 | Compressor Seal Specialist | Albuquerque, NM | Yes | 2/18/2008 (3 DAYS) | Go
2 | 2516 | Applications Engineer Senior | Springville, UT | No | 2/13/2008 | Go
3 | 1892 | Buyer Senior | Cookeville, TN | Yes | 1/30/2008 (22 DAYS) | Go
4 | 2206 | Applications Engineer Associate | Irving, TX | Yes | 1/30/2008 (22 DAYS) | Go
5 | 2493 | Mary-SEC Accountant | Albuquerque, NM | Yes | 1/30/2008 (22 DAYS) | Go
PAGE: 1 of 1
smartPost
Go where the hires are.

Take advantage of the following tools to find your jobs easily:

1. Type the requisition number into the “Job Code Quick Search” on the Manage Jobs page.
    1. Use the magnify glass as the filter/submit button.
2. Click on the column headers to sort the postings in alphabetical order, by user, location, date, etc.

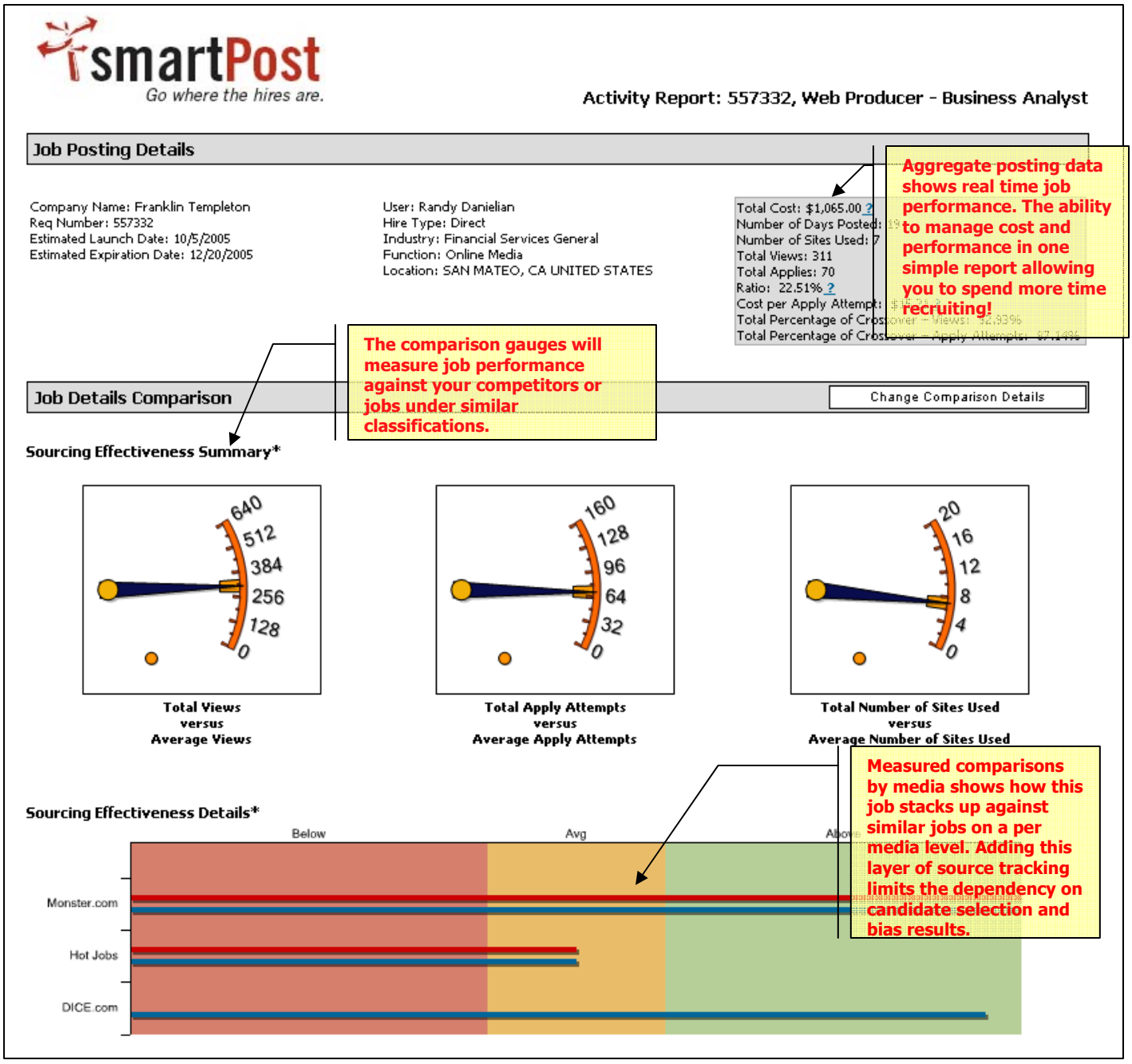
Job Detail Summary Page Action Buttons:

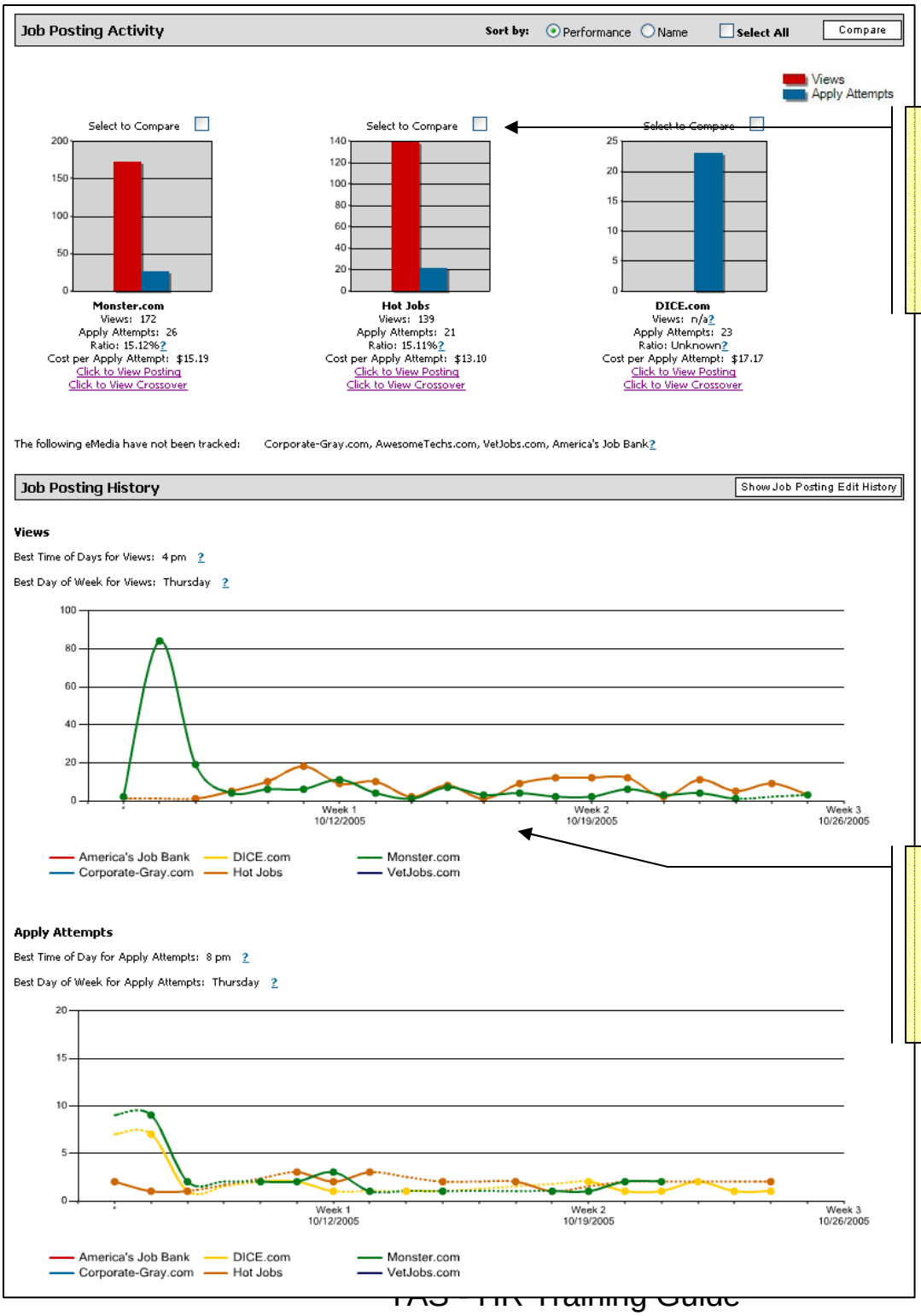
	The 'Edit' button allows users to change the 'Location' and/or 'Expertise' for a posting that imported into SmartPost and not launched. Once a job is launched these field are frozen due to media requirements.
	The 'Sourcing' button takes the user to the 'Electronic Sourcing' page to create and manage the sourcing strategy. Sourcing management is available so long that the job is not 'closed'.
	The 'Email' button allows you to email Job and Sourcing details with a note to an email address noted by the user. Used to gain approval for the charges from the hiring manager.
	The 'Launch' button is used if a job has not been automatically launched to media and is going to be distributed to media for the first time. Once a job is launched, it is considered a 'launched' position for the life of the job.
	The 'Back' button will take you to the previous page.
	The 'Copy' button is used for manually creating new postings and replicating all the current posting criteria. FLOWSERVE SHOULD NOT USE THIS FUNCTION. WE WILL NOT CREATE REQUISITIONS THROUGH SMARTPOST.
	The 'Close Job' button is used to pull a job down from all third party media and classify the job as closed. FLOWSERVE SHOULD NOT USE THIS FUNCTION. WE WILL CLOSE THE POSITION IN THE TALENT ACQUISITION SYSTEM NOT SMARTPOST. To remove the requisition from a job board follow the "unpost e-media" instructions.

How to access the Activity Report?

The 'Activity Report' is accessible through the 'Manage Jobs' and the 'Job Detail' pages.

- Manage Jobs Page: Click on the "Go" button under the 'Analyze' column
- Job Details Page: Click the **Media Tracker** link in the top right-hand corner under Media Details.


smartPost
Go where the hires are.
Activity Report: 557332, Web Producer - Business Analyst
Job Posting Details
Company Name: Franklin Templeton
Req Number: 557332
Estimated Launch Date: 10/5/2005
Estimated Expiration Date: 12/20/2005
User: Randy Danielian
Hire Type: Direct
Industry: Financial Services General
Function: Online Media
Location: SAN MATEO, CA UNITED STATES
Total Cost: $1,065.00
Number of Days Posted:
Number of Sites Used: 7
Total Views: 311
Total Applies: 70
Ratio: 22.51%
Cost per Apply Attempt:
Total Percentage of Crossover - Views:
Total Percentage of Crossover - Apply Attempts:
Aggregate posting data shows real time job performance. The ability to manage cost and performance in one simple report allowing you to spend more time recruiting!
The comparison gauges will measure job performance against your competitors or jobs under similar classifications.
Job Details Comparison
Change Comparison Details
Sourcing Effectiveness Summary*
640
512
384
256
128
0
Total Views versus Average Views
160
128
96
64
32
0
Total Apply Attempts versus Average Apply Attempts
20
16
12
8
4
0
Total Number of Sites Used versus Average Number of Sites Used
Measured comparisons by media shows how this job stacks up against similar jobs on a per media level. Adding this layer of source tracking limits the dependency on candidate selection and bias results.
Sourcing Effectiveness Details*
Below
Avg
Monster.com
Hot Jobs
DICE.com

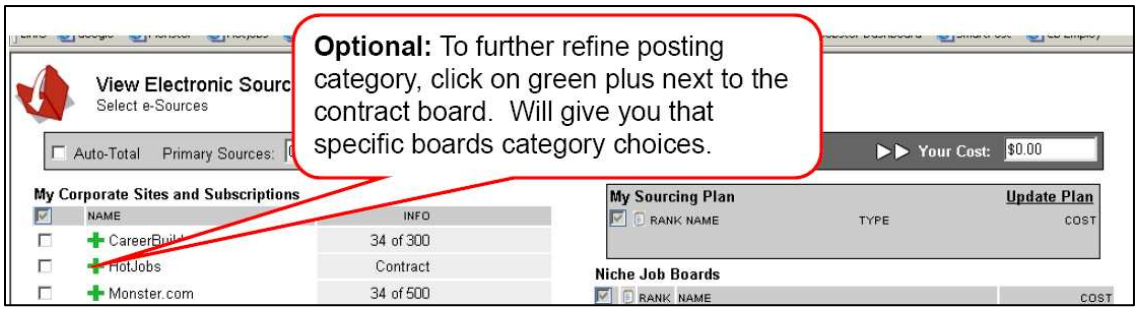


Measure the performance of each media individually to analyze sourcing effectiveness and applicant conversion. This data will impact sourcing decisions and leverage media buying power.

The Job History tells a story about posting performance over time.

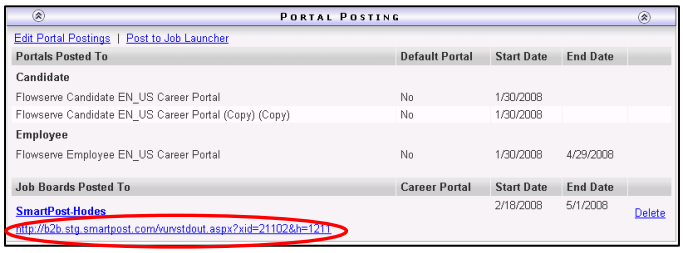
The real time reporting allows for optimization and edits that affect your results today!

1. If you posted your requisition to Monster, CareerBuilder, or Hotjobs and want to further refine your search (i.e. update location) you will need to remember to click on the green plus sign next to the site.



2. If you posted your requisition to a job board (i.e. Monster) and forgot to click on the green plus sign to add locations, etc. and you would like to edit the posting you will need to:

A: Click on the SmartPost link on the requisition profile page



B: On the Job Detail Posting Summary page you will need to click on the Sourcing icon at the bottom of the screen. This will give you the options again and allow you to change the posting detail.

3. If you need a customer service representative to assist you please send an email to support@smartpost.com and a customer service representative will contact you.

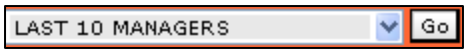
Hiring Manager Profiles

Experience In Motion

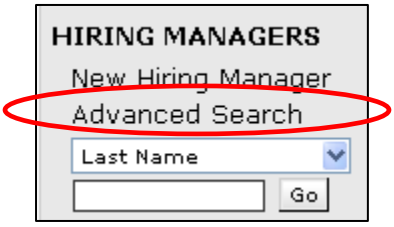
Hiring Manager Profile Overview

There are several ways to locate a hiring manager in the Talent Acquisition System:

You can locate a hiring manager by using the drop down list on the bottom navigation bar. This will list the last 10 managers that you have worked with in the system.



You can also use the Advanced Search on the left navigation bar.

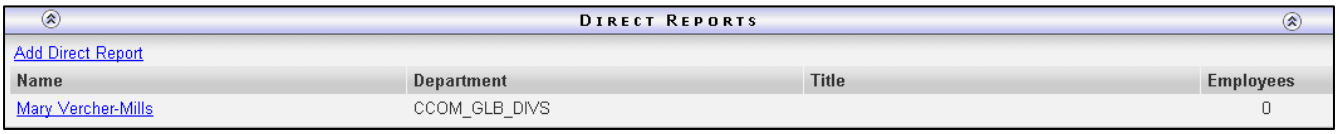


The fastest way to locate a hiring manager is to use the Quick Search field on the left navigation bar. In this field you can type in the name of the hiring manager that you want to locate.

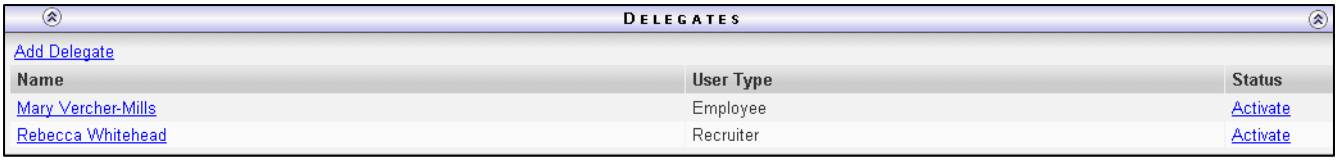
By entering in the last name of the hiring manager, you will pull up a list showing the hiring manager's name. From this list you will simply click the Hiring Manager's name to open up their profile.

You can review the details of the hiring manager's profile and take action on the hiring manager from this page. Lets review each section in detail:

Direct Reports – This section will list the manager's direct reports who are also hiring managers. It will list their name, department, title, and the number of employees that report to them that are also hiring managers.



Delegates – This section will list the delegates that the hiring manager has setup to take action in the system on their behalf.



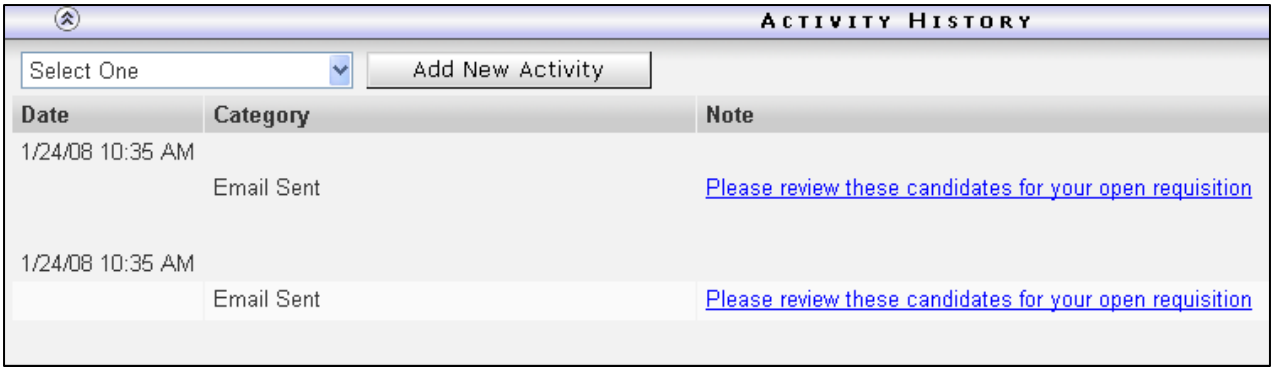
Requisitions – This section will list all of the requisitions for this hiring manager. It will show all of their requisitions regardless of their status (draft, open, pending, etc.) You can also add a requisition for this hiring manager from this section by selecting the **Add Requisition** link.

REQUISITIONS

Add Requisition

Job Title	Location	Recruiter	Status	posted	Manager	Status Date
Accounting Clerk Level 3	Rio de Janeiro, RJ	Cyndie Brazil	Open	All Areas	Approved	11/10/2008
Accounting Clerk Level 3	Rio de Janeiro, RJ	Cyndie Brazil	Pending Approval	All Areas	Approved	11/10/2008
Human Resources Representative Senior	IRVING, TX	Mary Vercher	Open	All Areas	Approved	11/12/2008
Human Resources Representative Senior	IRVING, TX	Casey Bush	Filled	All Areas	Approved	2/11/2008

Activity History – You can track emails that you send to this hiring manager or voicemail messages that you have left for this hiring manager.


ACTIVITY HISTORY

Select One | Add New Activity

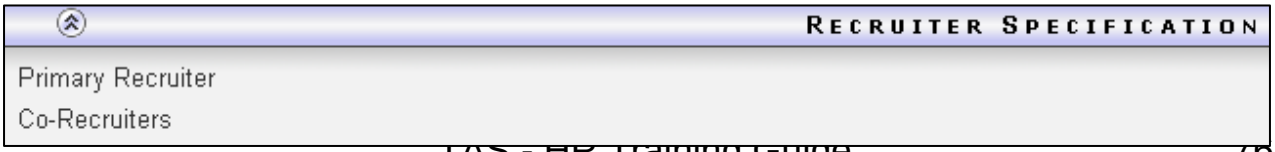
Date	Category	Note
1/24/08 10:35 AM	Email Sent	Please review these candidates for your open requisition
1/24/08 10:35 AM	Email Sent	Please review these candidates for your open requisition

Interviews – This section should always remain blank since we do not schedule interviews via the Talent Acquisition System.

INTERVIEWS

Job Title	Requested	Pending	Scheduled
No information to display.			

Recruiter Specification – This section will list the recruiter and co-recruiter assigned to this hiring manager (if applicable).


RECRUITER SPECIFICATION

Primary Recruiter

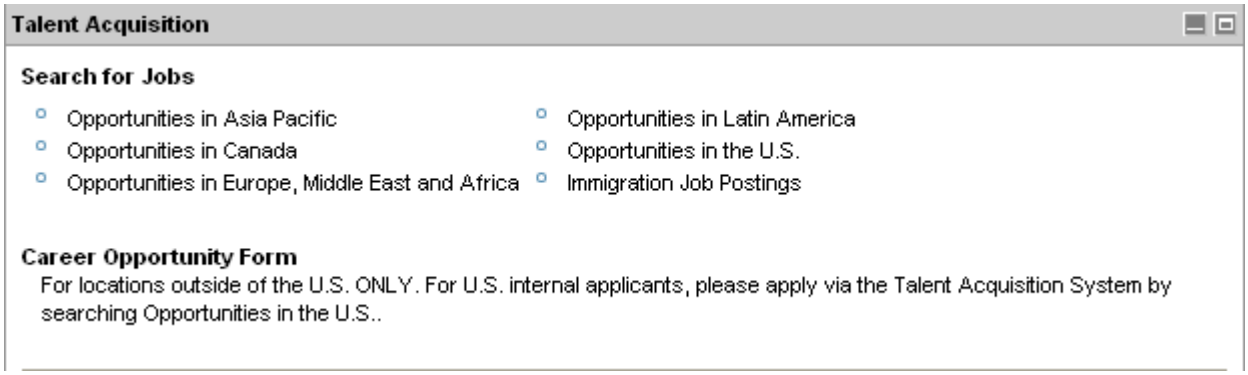
Co-Recruiters

Career Portal Overview

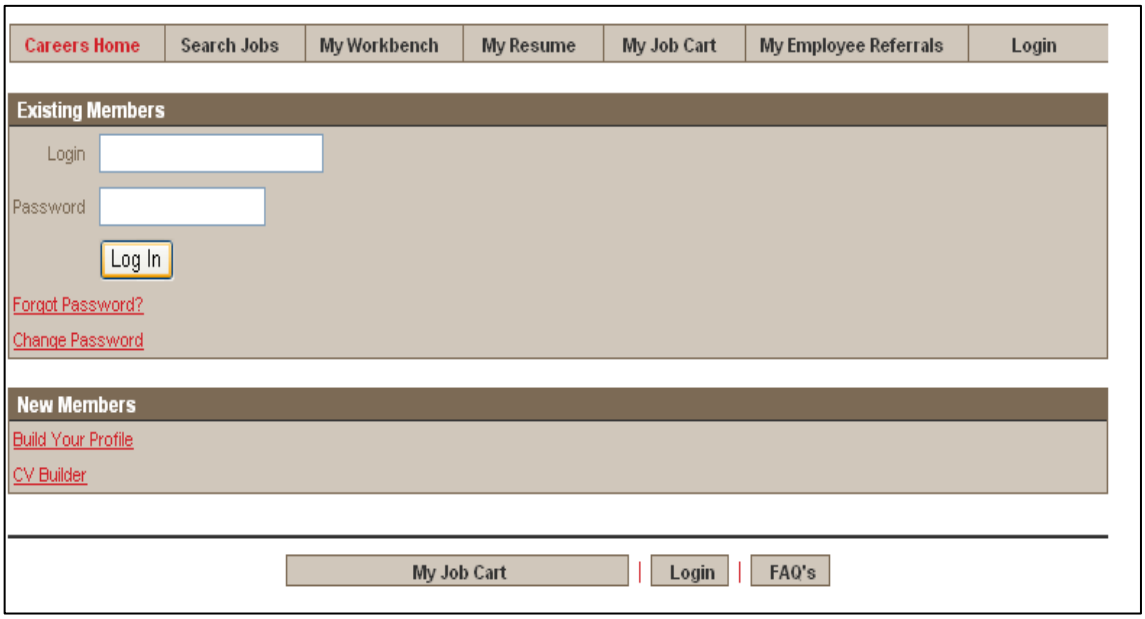
Experience In Motion

Internal Candidates (Employees)

Employees can search Flowserve's open requisitions in Passport>HR>Talent Acquisition.


Talent Acquisition
Search for Jobs
Opportunities in Asia Pacific
Opportunities in Canada
Opportunities in Europe, Middle East and Africa
Opportunities in Latin America
Opportunities in the U.S.
Immigration Job Postings
Career Opportunity Form
For locations outside of the U.S. ONLY. For U.S. internal applicants, please apply via the Talent Acquisition System by searching Opportunities in the U.S..

Employees will be prompted to log in once they have selected the region for their job search.

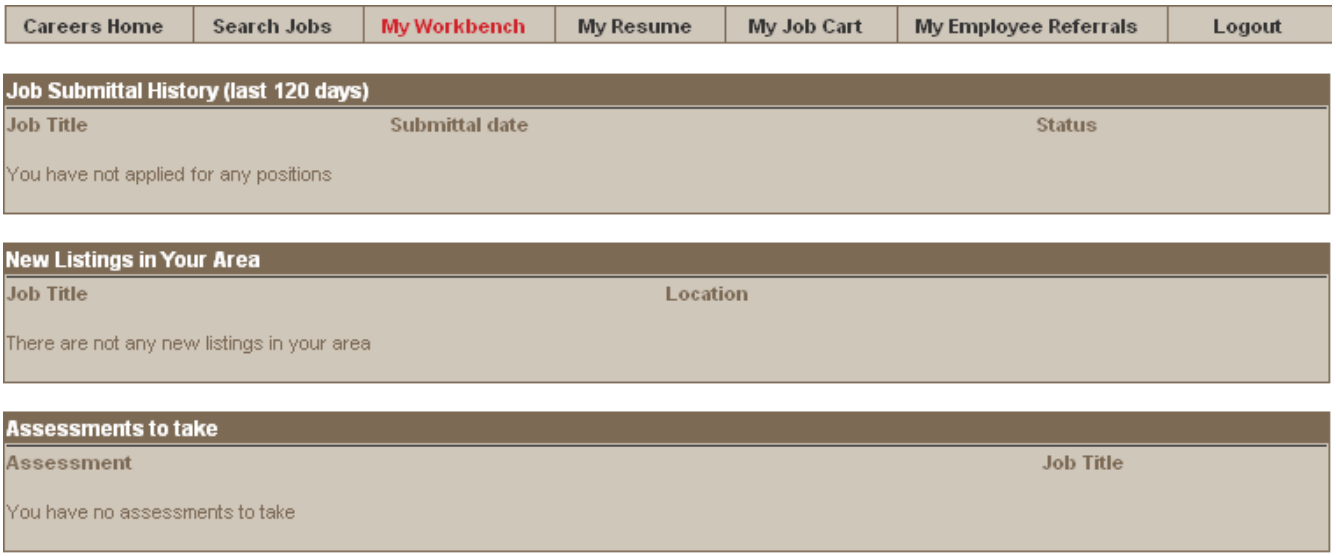


IMPORTANT NOTE

1. Your name was fed into the new system when it launched November 15, 2007:
   - To log in, use your existing Passport ID, and **Flowserve1** as your password. Passwords are case-sensitive.
2. You were hired through the system after its launch:
   - Use the same username and password you had when applying.
3. You were hired after November 15, 2007, but did not apply to the position via Flowserve.com.
   - Contact your local HR representative to receive a username and password. They will flag your employee profile, which has been loaded into the system with all other employees.
4. You do not have a Flowserve e-mail address.
   - Contact your local HR representative to receive a username and password. They will flag your employee profile, which has been loaded into the system with all other employees.

Navigating the Career Portal

Once employees have established a log-in, they will be able to access their workbench with links to assist in navigating through the Career Portal. Jobs are accessible through the Careers Home and Search Jobs links.



Careers Home: Includes an Introduction on Flowserve, Concept Search, and the traditional Job Search .

My Workbench: Displays Job Submittal History, Tasks to Complete, and Interviews that are scheduled.

My Resume: Employees can update all of their contact information, answers to security questions, change their password, or update their resume.

My Searches: Displays saved searches and allows candidates or employees to create new saved searches.

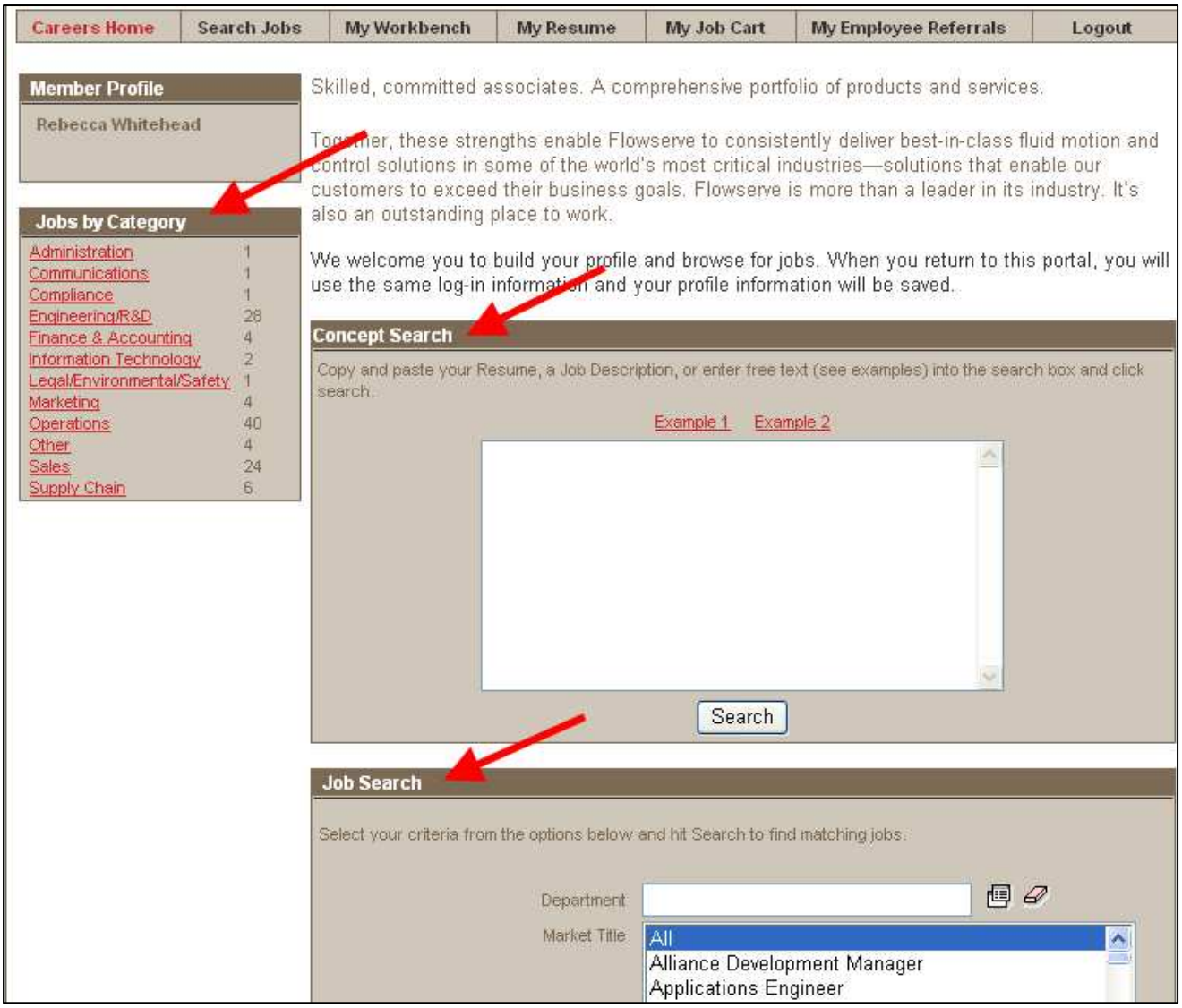
My Employee Referrals: Gives employees the ability to recommend and track employee referrals.

My Job Cart: Candidates or employees can store jobs here temporarily and then apply to them all at once.

Logout: Logs employees out of the portal.

Navigating the Career Portal

There are three ways to search for jobs in the employee careers portal: Jobs by Category, Concept Search and Job Search.

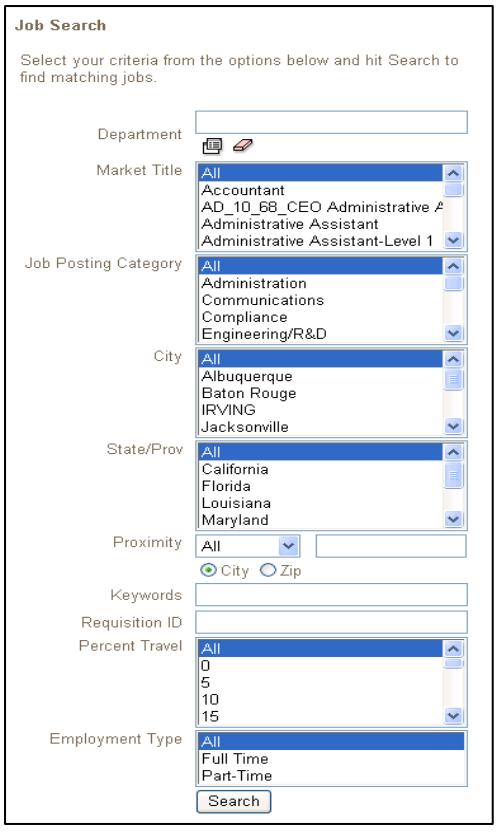

Careers Home
Search Jobs
My Workbench
My Resume
My Job Cart
My Employee Referrals
Logout
Member Profile
Rebecca Whitehead
Jobs by Category
Administration 1
Communications 1
Compliance 1
Engineering/R&D 28
Finance & Accounting 4
Information Technology 2
Legal/Environmental/Safety 1
Marketing 4
Operations 40
Other 4
Sales 24
Supply Chain 6
Skilled, committed associates. A comprehensive portfolio of products and services.
Together, these strengths enable Flowserve to consistently deliver best-in-class fluid motion and control solutions in some of the world's most critical industries—solutions that enable our customers to exceed their business goals. Flowserve is more than a leader in its industry. It's also an outstanding place to work.
We welcome you to build your profile and browse for jobs. When you return to this portal, you will use the same log-in information and your profile information will be saved.
Concept Search
Copy and paste your Resume, a Job Description, or enter free text (see examples) into the search box and click search.
Example 1
Example 2
Search
Job Search
Select your criteria from the options below and hit Search to find matching jobs.
Department
Market Title
All
Alliance Development Manager
Applications Engineer

Navigating the Career Portal

By using Jobs by Category, employees can see jobs by function for that region.

By using the Concept Search, employees can paste their resume into the open field and positions will be matched to them.

Concept Search
Copy and paste your Resume, a Job Description, or enter free text (see Examples) into the search box and click search.
Example 1
Example 2
Search



By using Job Search, employees can search in a variety of ways, including:

Department: Employees can search openings by department codes.

Market Title: This is the title used externally, not the GEMS title**.**

Job Posting Category: Similar to the Job Category links in the portal.

City, State/Province, and Proximity to zip code or city: Searches can by conducted by the positions demographics.

Requisition ID: Employees can search by the position's 4-digit code.

Percent Travel and Employment Type: Jobs can be searched by additional specifications.

External Candidates

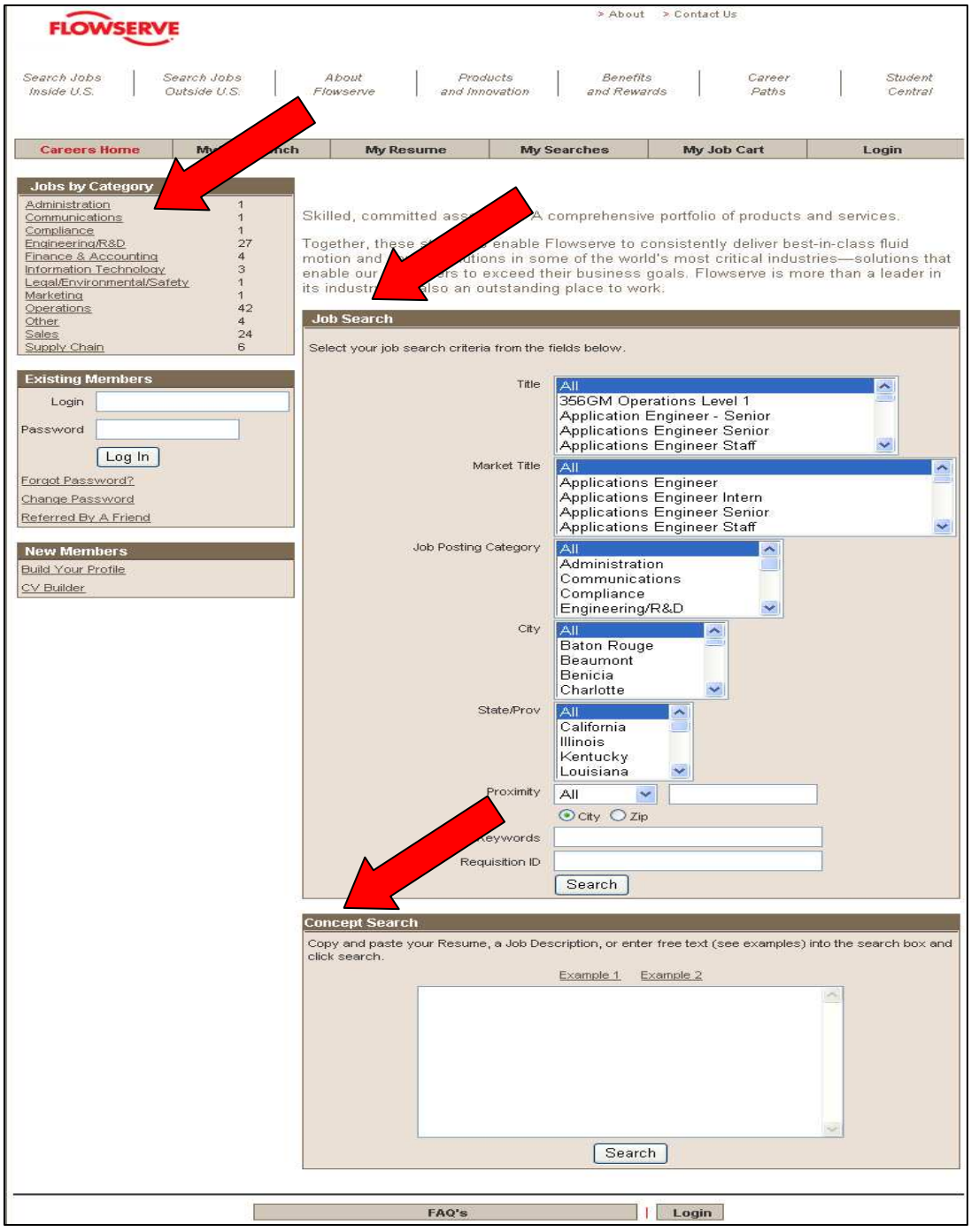
Candidates can search Flowserve's open requisitions by visiting our website at www.flowserve.com/careers.

FLOWSERVE
> About > Contact Us
[日本語] [Nederlands] [English] [Français] [Deutsch] [Italiano] [Japanese] [Português] [Español-América Latina]
Search Jobs by Region
Select Region...
About Flowserve
Products and Innovation
Benefits and Rewards
Career Paths
A culture of values
Commitment
Collaboration
Confidence
Join a company with the most comprehensive product lines and broadest applications experience in the world. You'll be part of a team known for its industry-leading talent, unparalleled portfolio and unmatched commitment to customer success. Our culture promotes recognition and rewards creativity, hard work and commitment. We invite you to put your talents and experience in motion with Flowserve.

Navigating the Career Portal

Once the candidate selects their region from the drop down they will be brought to the career portal and allowed to search Flowserves open requisitions.

There are three ways to search for jobs in the employee careers portal: Jobs by Category, Concept Search and Job Search.



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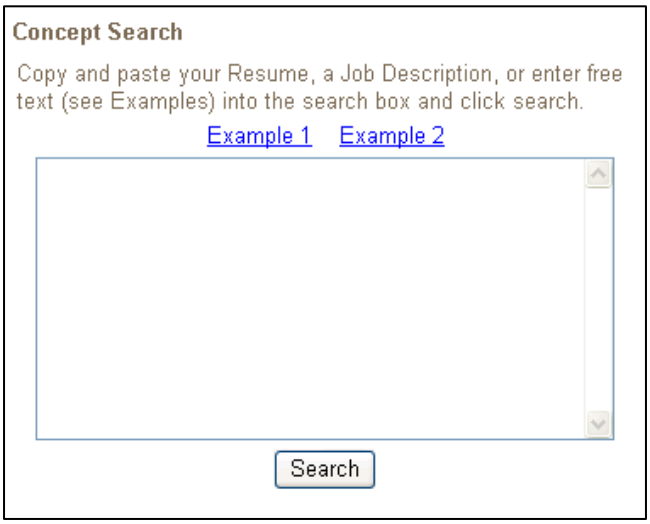
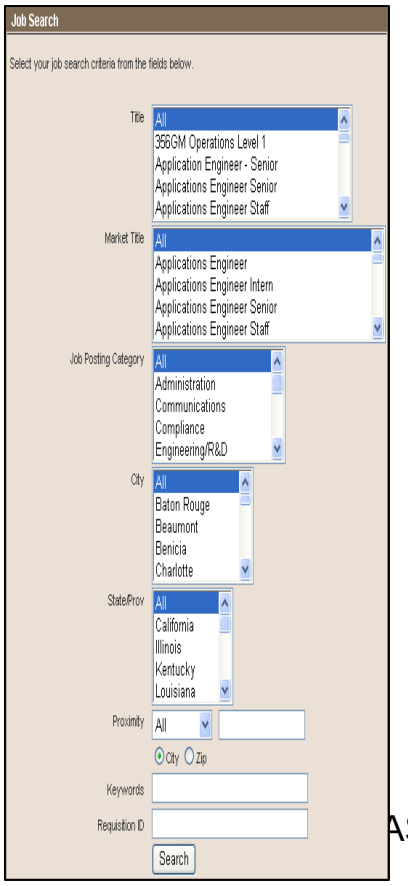
By using the Concept Search, candidates can paste their resume into the open field and positions will be matched to them.


Concept Search
Copy and paste your Resume, a Job Description, or enter free text (see Examples) into the search box and click search.
Example 1
Example 2
Search



By using Job Search, candidates can search in a variety of ways, including:

Title: This is the GEMS position title.

Market Title: This is the title used externally, not the GEMS title**.**

Job Posting Category: Similar to the Job Category links in the portal.

City, State/Province, and Proximity to zip code or city: Searches can by conducted by the positions demographics.

Requisition ID: Candidates can search by the position's 4-digit code.

Candidate

Creating Their Profile

Experience In Motion

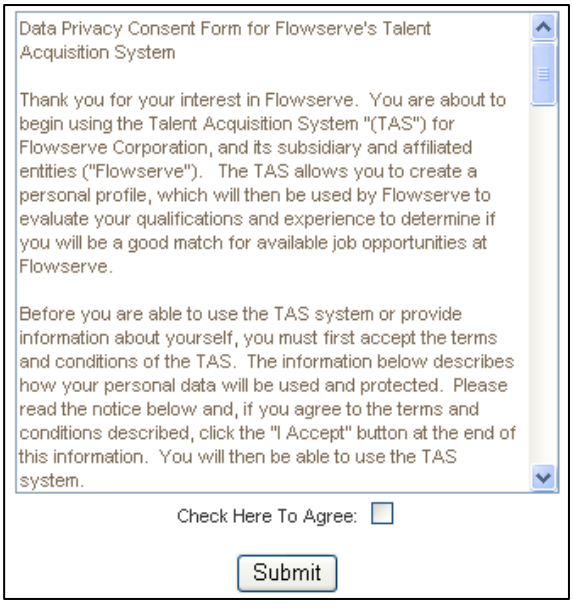
- Candidate Profiles are a vital part of the application and are created in many different ways:

1. Candidate can create their own Profiles on the Career Portal

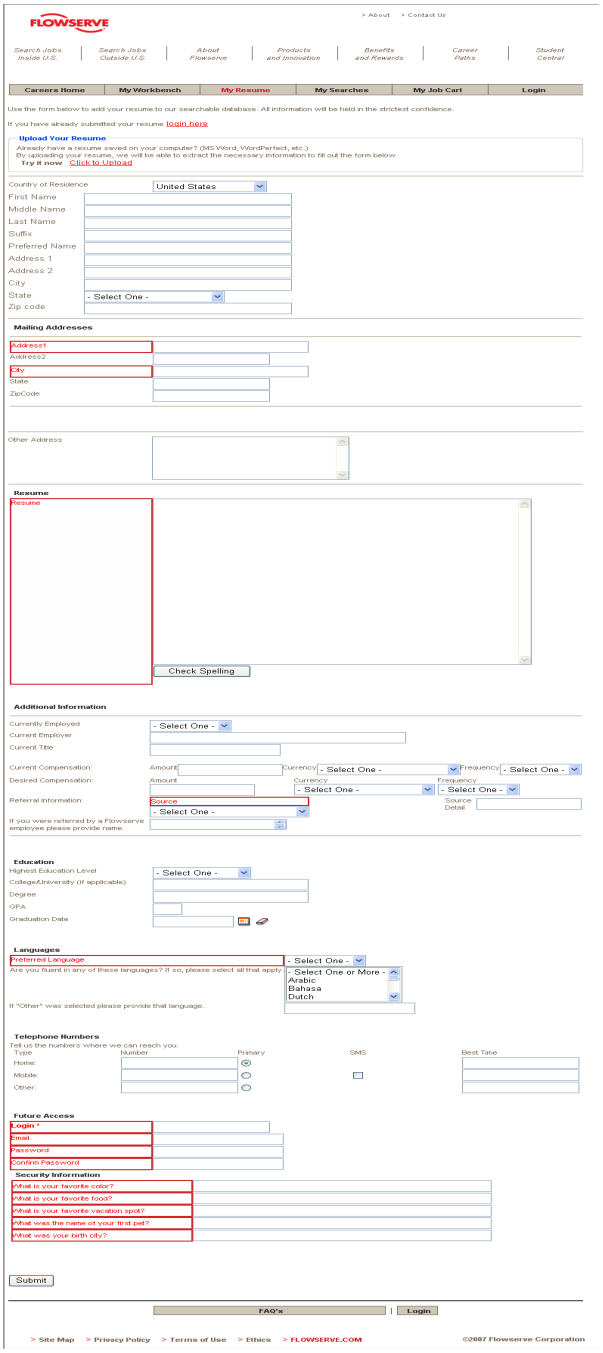
Before a candidate can apply for an open position they will be asked to build a profile for themselves that will put them into our applicant tracking system.

If they do not have a resume there is a resume builder on the career portal that will guide them through building one.

When a candidate clicks on the link to build their candidate profile they will first be asked to review and agree to Flowserve's Data Privacy Statement.


Data Privacy Consent Form for Flowserve's Talent Acquisition System
Thank you for your interest in Flowserve. You are about to begin using the Talent Acquisition System "(TAS") for Flowserve Corporation, and its subsidiary and affiliated entities ("Flowserve"). The TAS allows you to create a personal profile, which will then be used by Flowserve to evaluate your qualifications and experience to determine if you will be a good match for available job opportunities at Flowserve.
Before you are able to use the TAS system or provide information about yourself, you must first accept the terms and conditions of the TAS. The information below describes how your personal data will be used and protected. Please read the notice below and, if you agree to the terms and conditions described, click the "I Accept" button at the end of this information. You will then be able to use the TAS system.
Check Here To Agree:
Submit

Once the candidate has reviewed and agreed to the privacy statement they will be brought to the screen to complete their profile.



- Name and Address fields will differ based on the country that is chosen by the candidate.

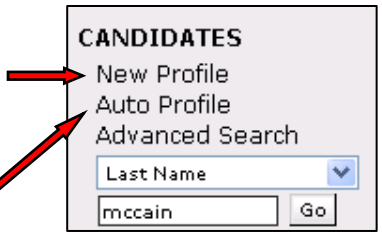
- The preferred language that is chosen by the candidate will determine what language the candidate receives communications from the system in.

- Candidate will be able to create a username and password so that they can continue to come back to the career portal and manage the positions they have applied to, update their profile information, etc.

2. Batch Upload link from the "My Utilities" section

3. New Profile link under the Candidate section on the left NavBar

4. Auto Profile under the Candidate section on the left NavBar

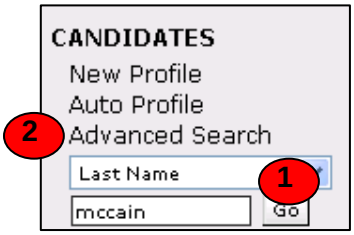


Note: Our goal is to encourage all Candidates and Employees to create Profiles through the Career Portal. However, we do have options to create Candidate Profiles from the Human Resources Workbench. If you have a resume in any electronic text format, Auto Profile is the quickest and easiest way to add a Candidate to the system. This option will parse information from the text of the resume into the most appropriate fields.

Searching for Candidates

Experience In Motion

There are several ways to search for a Candidate. Here are a few of the most common:



1. Quick Search from the left NavBar in the Candidate Section
2. Advanced Search from the Candidate section on the left NavBar
3. Last 10 Profiles from the bottom NavBar

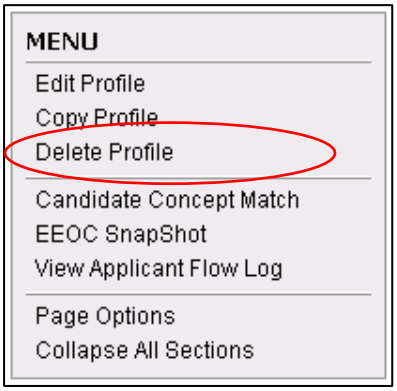
Concept Searching

Concept Searching does the work for you by:

- Associating alternate words/expressions in the results
- Ranking candidates based on previous history
- "Learning" new skills and concepts as resumes are added to the system

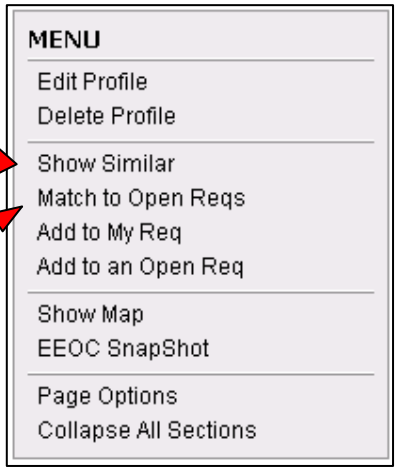
Different types of concept searches are:

1. "Candidate Concept Match" on a Requisition Profile

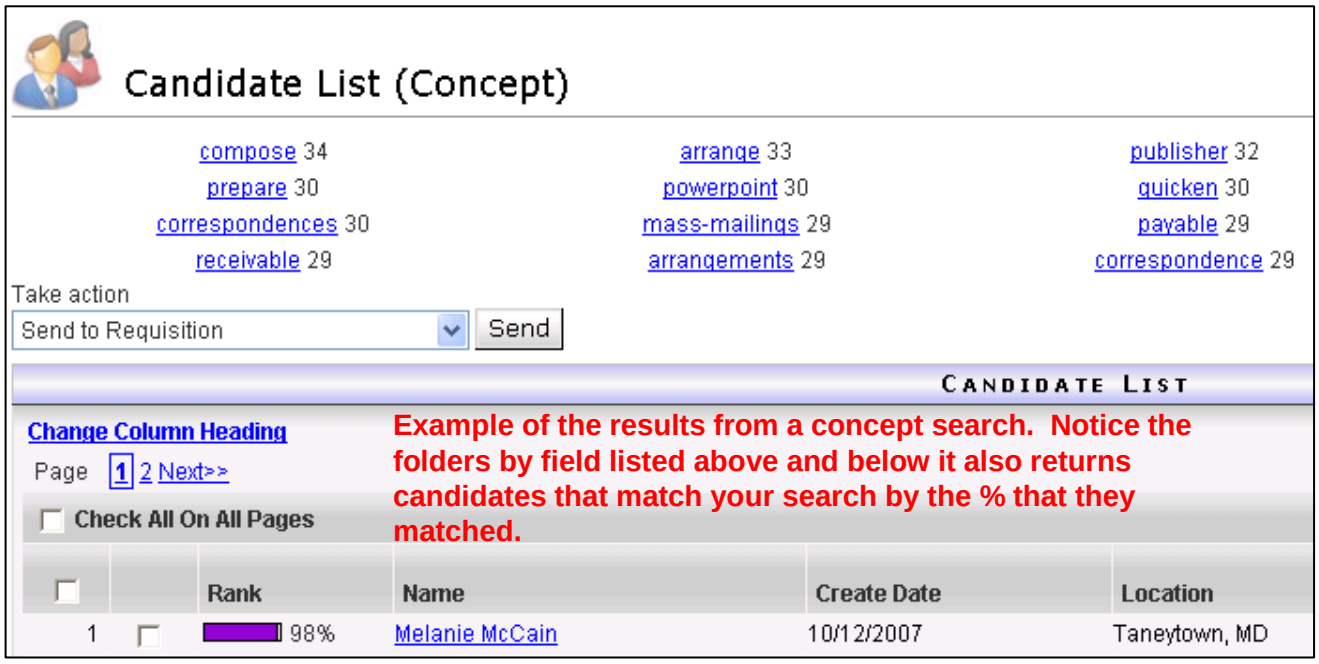


2. "Show Similar" on a Candidate Profile

3. "Match to Open Reqs" on a Candidate Profile



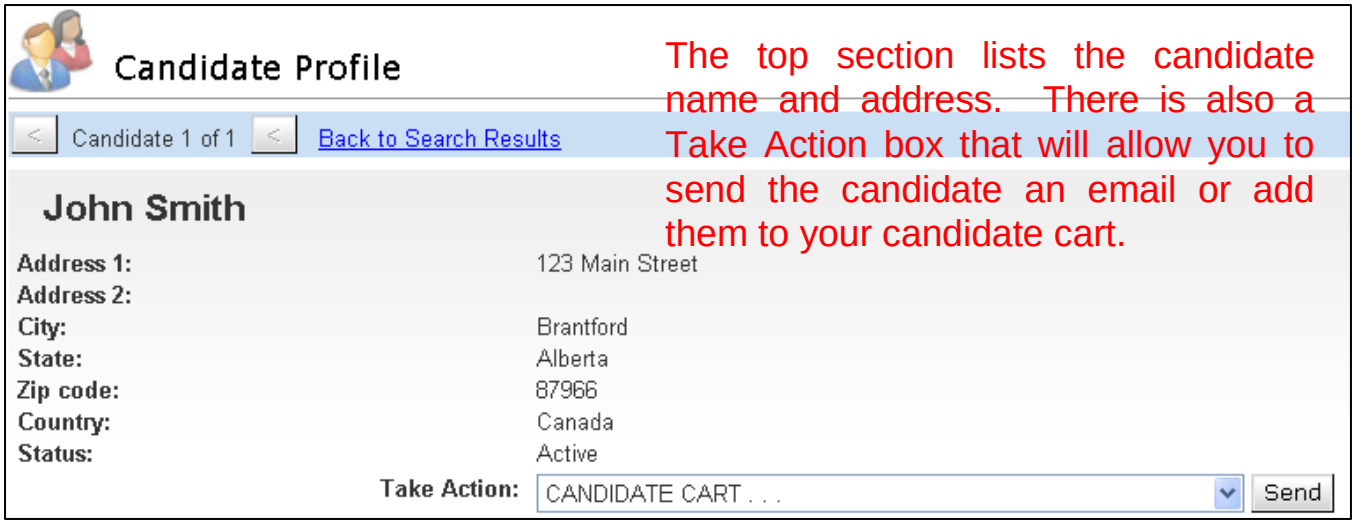
4. Switching to Concept Search from a Candidate Advanced search page
5. Switching to Concept Search from a Requisition Advanced Search page



Candidate Profile

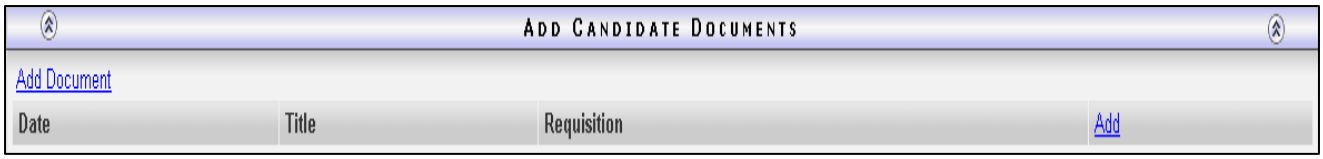
Experience In Motion

Section 1:



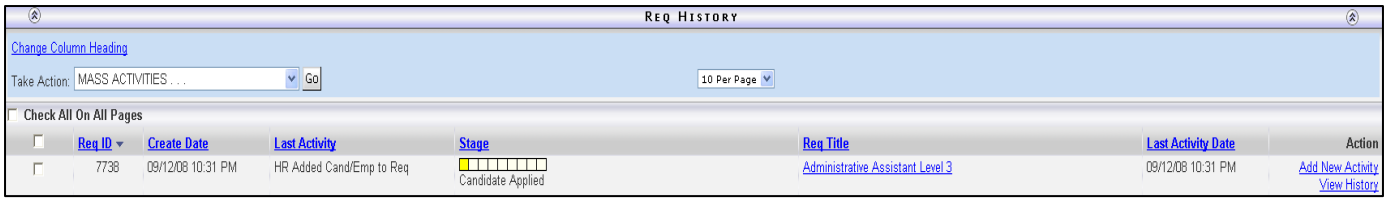
The top section lists the candidate name and address. There is also a Take Action box that will allow you to send the candidate an email or add them to your candidate cart.

Section 2 – Add Candidate Documents:



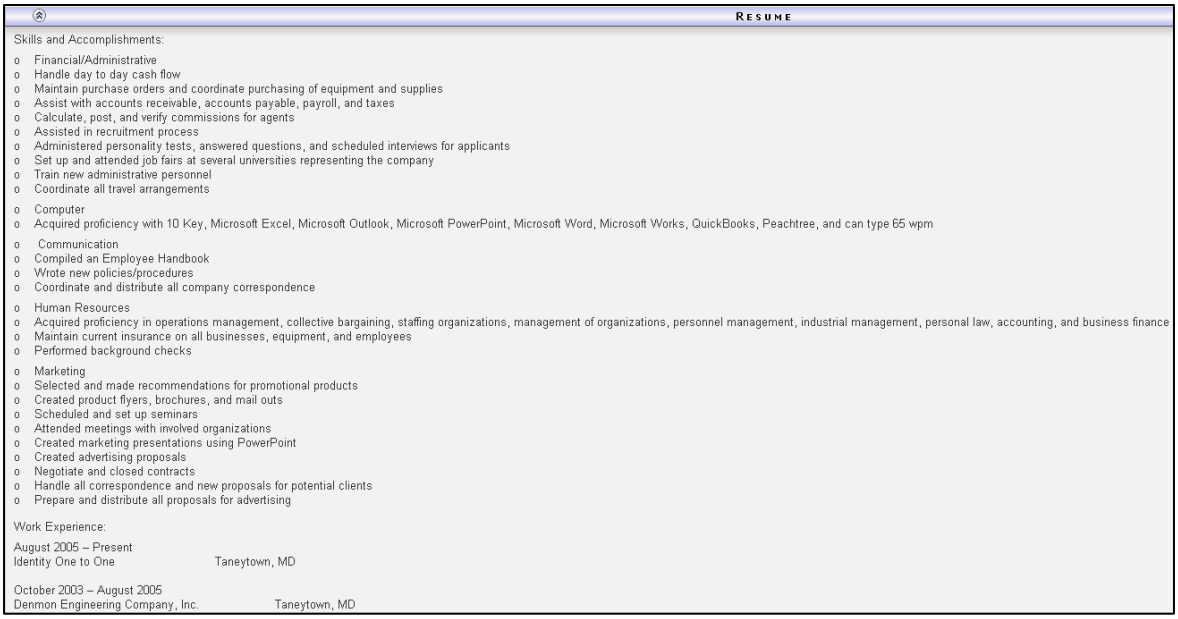
If the candidate uploaded a soft copy of their resume when they built their profile, it would be attached you. You can also upload documents to the candidate's profile in this section.

Section 3 – Req History:



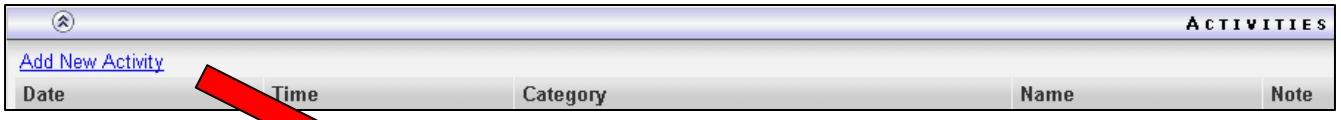
This section will display all requisitions that this candidate has ever been added to and/or applied to, as well as the current status they are in on the requisition.

Section 4: Resume

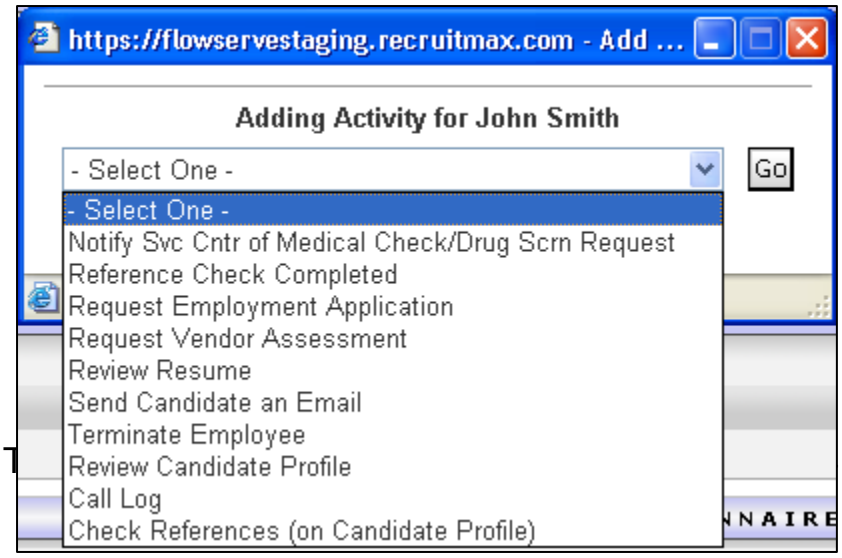

RESUME
Skills and Accomplishments:
o Financial/Administrative
o Handle day to day cash flow
o Maintain purchase orders and coordinate purchasing of equipment and supplies
o Assist with accounts receivable, accounts payable, payroll, and taxes
o Calculate, post, and verify commissions for agents
o Assisted in recruitment process
o Administered personality tests, answered questions, and scheduled interviews for applicants
o Set up and attended job fairs at several universities representing the company
o Train new administrative personnel
o Coordinate all travel arrangements
o Computer
o Acquired proficiency with 10 Key, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Word, Microsoft Works, QuickBooks, Peachtree, and can type 65 wpm
o Communication
o Compiled an Employee Handbook
o Wrote new policies/procedures
o Coordinate and distribute all company correspondence
o Human Resources
o Acquired proficiency in operations management, collective bargaining, staffing organizations, management of organizations, personnel management, industrial management, personal law, accounting, and business finance
o Maintain current insurance on all businesses, equipment, and employees
o Performed background checks
o Marketing
o Selected and made recommendations for promotional products
o Created product flyers, brochures, and mail outs
o Scheduled and set up seminars
o Attended meetings with involved organizations
o Created marketing presentations using PowerPoint
o Created advertising proposals
o Negotiate and closed contracts
o Handle all correspondence and new proposals for potential clients
o Prepare and distribute all proposals for advertising
Work Experience:
August 2005 – Present
Identity One to One Taneytown, MD
October 2003 – August 2005
Denmon Engineering Company, Inc. Taneytown, MD

The Resume section will list all of the information that the candidate entered into the resume text box when building their profile.

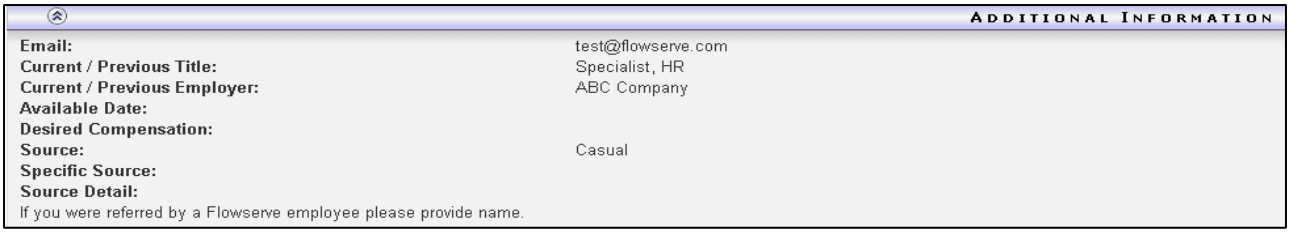
Section 5: Activities



You can add and track certain activities to the candidate in this section.



Section 6: Additional Information

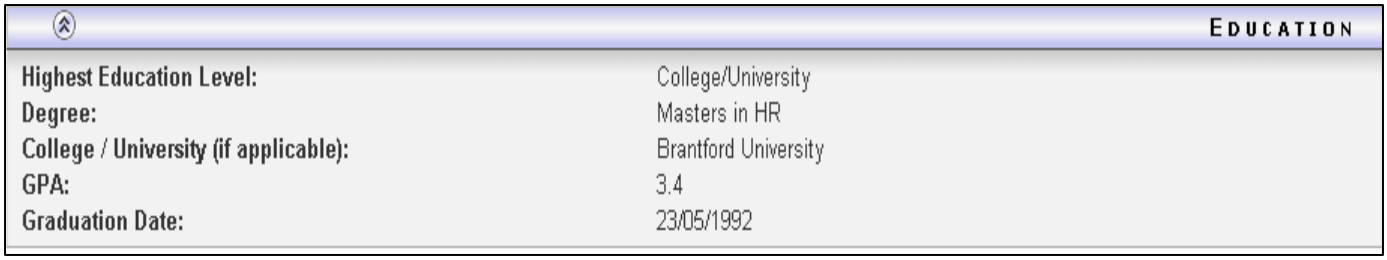


List candidate information such as their email address.

Section 7: New Hire Paperwork

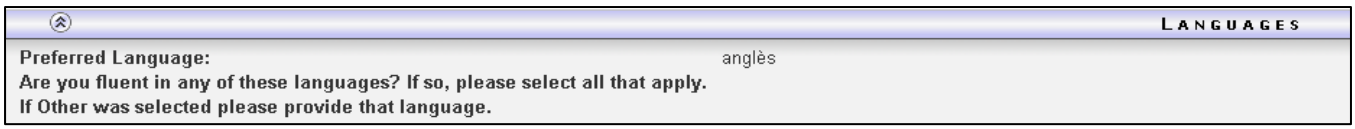
If this candidate has been hired on a requisition the new, hire paperwork that was emailed to the candidate will be listed here. This is not currently available in all locations.

Section 8: Education



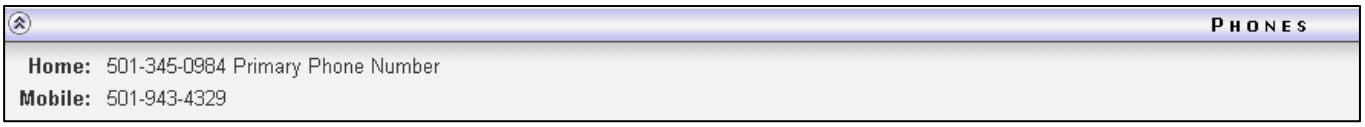
List the education information that was filled in by the candidate.

Section 9: Languages


LANGUAGES
Preferred Language: anglès
Are you fluent in any of these languages? If so, please select all that apply.
If Other was selected please provide that language.

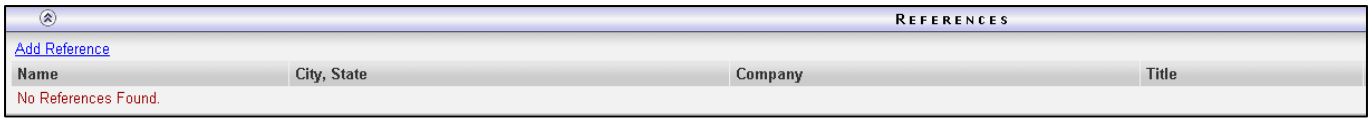
Lists the candidates preferred language that was chosen from Flowserve's Core Languages, as well as any other language the candidate is fluent in.

Section 10: Phones



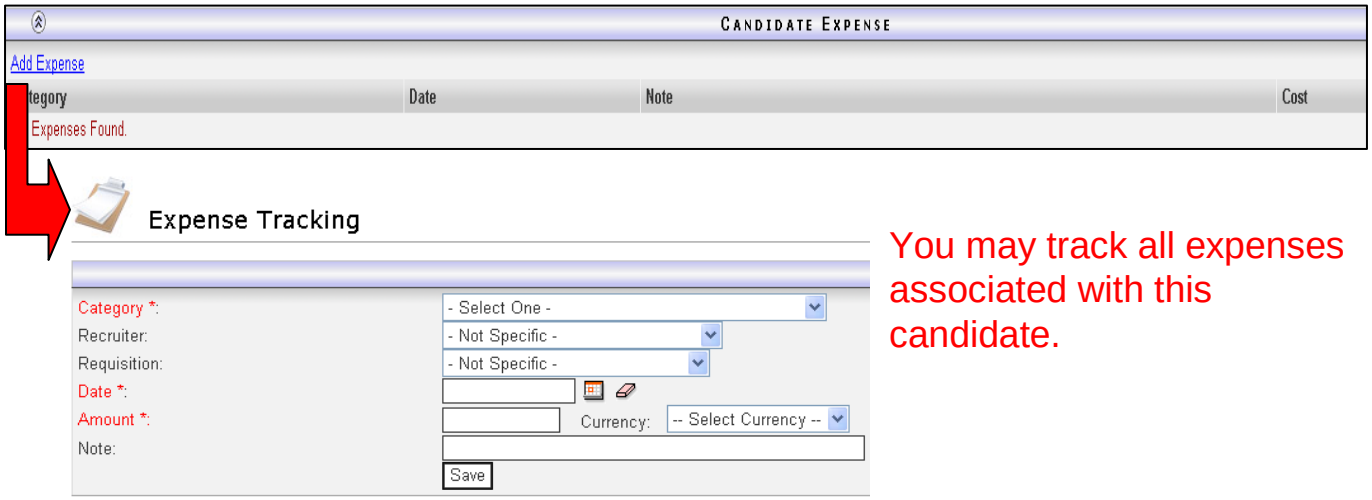
Lists the candidate's contact phone numbers.

Section 11: References



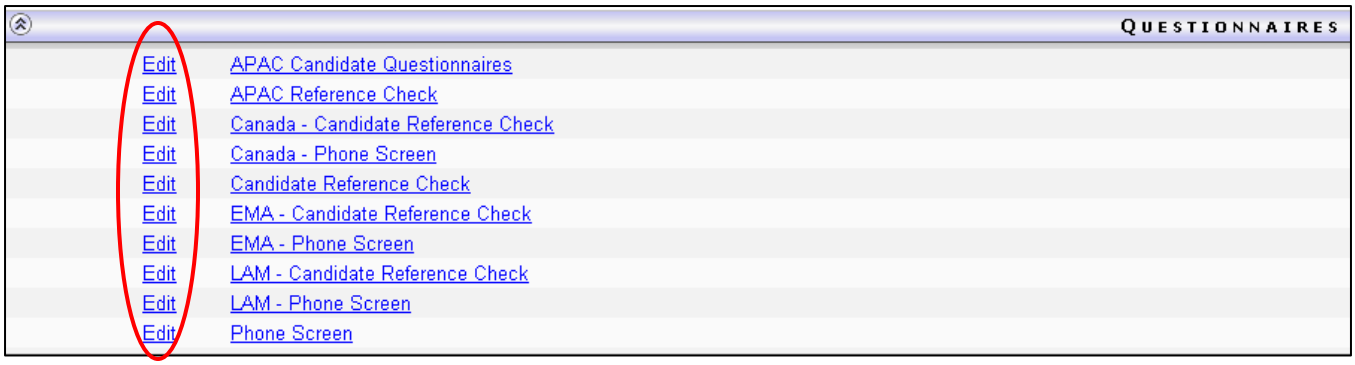
You may add the candidate's references in this section as an easy way to keep all of their information in one location.

Section 12: Candidate Expense



You may track all expenses associated with this candidate.

Section 13: Questionnaires

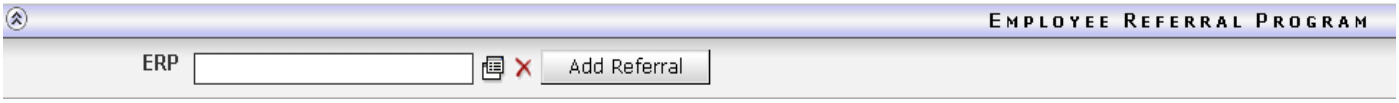

QUESTIONNAIRES
Edit APAC Candidate Questionnaires
Edit APAC Reference Check
Edit Canada - Candidate Reference Check
Edit Canada - Phone Screen
Edit Candidate Reference Check
Edit EMA - Candidate Reference Check
Edit EMA - Phone Screen
Edit LAM - Candidate Reference Check
Edit LAM - Phone Screen
Edit Phone Screen

All of the questionnaires that are available will be listed in this section. To review one of the questionnaires or to make edits to previously entered information, simply click on the **Edit** link next to the questionnaire you would like to view.

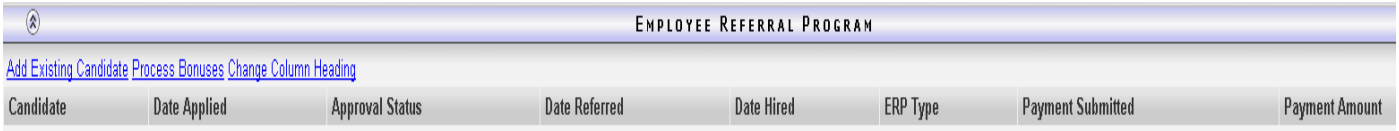
Section 14: Employee Referral Program

This section will look different for external and internal candidates.

External Candidate – you can add them to an employee's profile as being referred from this section.



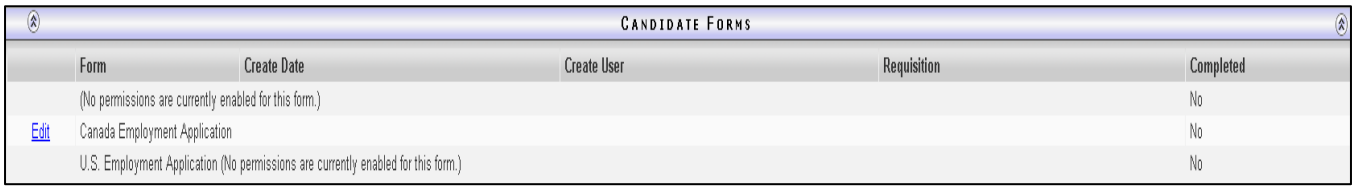
Internal Candidate – you can add a candidate to the employee's profile to show that the candidate was referred by the employee.



Section 15: Merge History

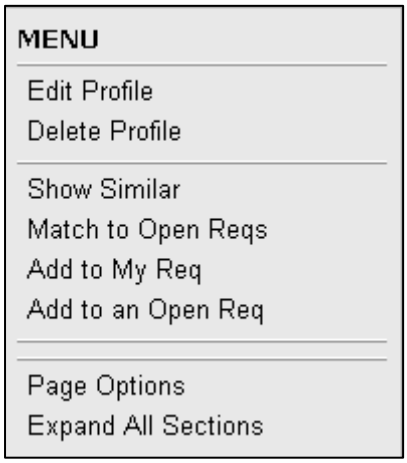
If a candidate had duplicate profiles in the system that had been merged together to create one profile, this would be detailed here.

Section 16: Candidate Forms



All available forms in the system such as the Employment Application will be listed in this section. You will be able to easily identify in the Completed column which forms the candidate has completed. You may view their response by clicking the Edit link next to the form you want to view.

Section 17: Menu



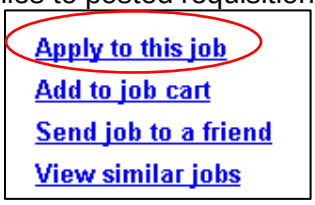
1. Edit Profile – you may make changes to the candidate's profile (i.e. reset their username and password)
2. Delete Profile – you may delete the candidate profile
3. Show Similar – if you would like to see similar resumes to this candidate
4. Match to Open Reqs – this will match the information in the candidate's resume/cv to the information listed in the open requisitions job descriptions and make suggestions on positions they should be considered for.
5. Add to My Req – will return a list of all requisitions that you are listed as the recruiter on
6. Add to an Open Req – returns a list of all open requisitions
7. Page Options – will allow you to change which sections on the profile page that you view.
8. Expand All Sections – will open up all of the sections on the candidates profile

Adding Candidates to Requisitions

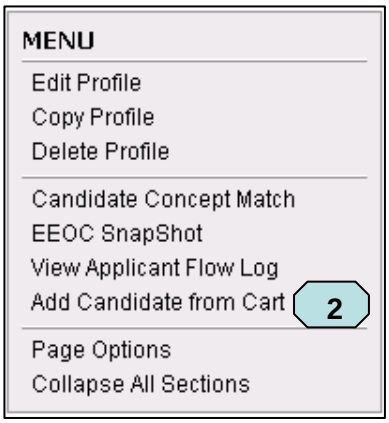
Experience In Motion

There are numerous ways to Add Candidates to a Requisition:

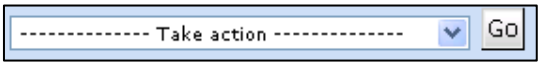
1. Candidate applies to posted requisition through the Career Portal



2. Click the "Add Candidates from Cart" link on the Requisition (at least one Candidate must be in the cart for this option to display)

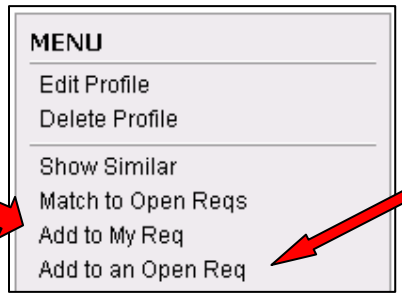


3. "Send Candidate to Requisition" from "Take Action" box on Candidate list.



4. "Add to My Req" from Candidate Profile Menu

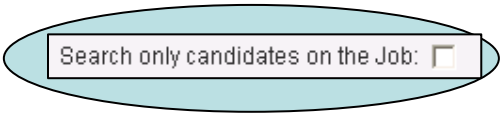
5. "Add to an Open Req" from Candidate Profile Menu



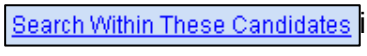
Ranking Candidates

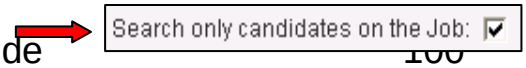
When many candidates have applied to a job from the candidate portal, you can use **concept searching** to narrow the choice down. Follow these steps:

1. Click Candidate Concept Match from the Menu in the upper right corner on the Requisition Profile
2. Check the box Search Only Candidates on this Job
3. Click Search to View Results



Another option is to compare all of the candidates that are attached to the requisition:

1. Display your requisition that has several candidates listed
2. Click  in the Candidate section

3. Check the box to only search candidates on this job. 

4. Click to View Results

Workflow Overview

Experience In Motion

Workflows & Activities

A Workflow is defined as the recruitment process of a candidate against a Specific Requisition. Workflows consist of three specific items:

Stages
Stages are the "milestones" of a Workflow. Each Stage can have multiple steps (activities) involved with it, and is a placeholder for candidates until all associated activities have been met.

Activities
Activities are categorized actions that need to take place within each stage. Every activity is date/time stamped and indicates that a certain action has been completed in the recruiting process. Activities that display in a red font are required before a Candidate can advance in the Workflow.

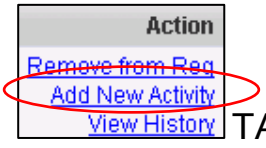
Actions
Actions are what happens during an activity which can include sending an email, completing a form, or generating an offer.

Moving Candidates through Stages

Activities are the driving force behind moving candidates through a Workflow. Activities can be added through either:

•The Candidate Section on a Requisition Profile by clicking on **Add New Activity** for the associated Candidate.

•The Requisition Section of a Candidate Profile by clicking on **Add New Activity** for the associated Requisition.



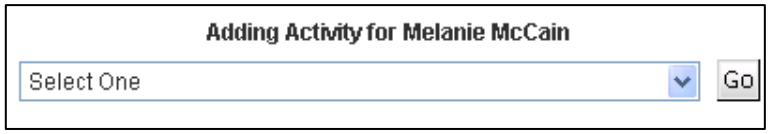
Note: As you complete different stages through the process the completed stages will drop off of the available activities and the activity list will only show those stages that should still be completed.

Experience In Motion

Once you have added candidates to requisitions and are ready to begin them in the process you will follow the steps listed below:

1. Requisition Profile > Candidate section > Add New Activity – this will allow you to begin walking the candidate through the recruitment process (located to the far right of candidate's name.)

2. A drop-down box will pop up – from the drop-down option choose which activity you would like to begin with



3. Candidate Screening – from here you can save your notes from the phone screen, track the call log, and review the candidate's profile.

4. Send the Hiring Manager an email with the candidate's resume.

5. Candidate Interview – track all interview info; request Employment Application

6. Candidate Reference Check

7. Candidate Offer

   • Generate Offer – when you are prepared to make an offer you will choose this option first. This will route the offer for approval.

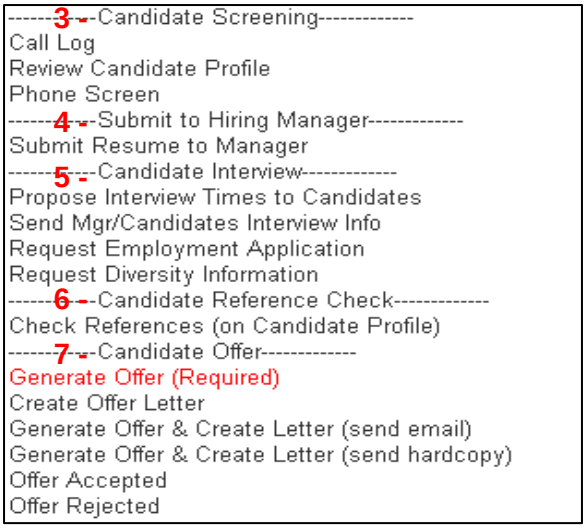
   • Once the offer is approved you will return to this dropdown to "Create Offer Letter" (this is the letter that will be sent to the candidate)

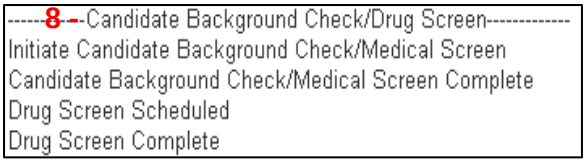
8. Candidate Background Check/Drug Screen

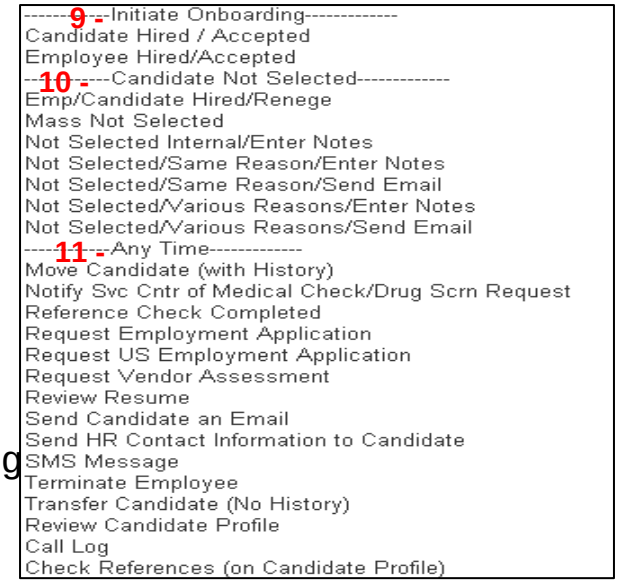
9. Initiate Onboarding – This will open the placement page for you to hire the candidate and feed them into GEMS

10. Candidate Not Selected – This is used to notify candidate's that are not selected to be hired on this requisition. Every candidate on a requisition must have this action taken if they are not hired.

11. Any Time – these activities can be taken on the candidate any time during the recruitment process. i.e. reviewing the candidates profile.




----------8 - -Candidate Background Check/Drug Screen----------
Initiate Candidate Background Check/Medical Screen
Candidate Background Check/Medical Screen Complete
Drug Screen Scheduled
Drug Screen Complete



Mass Activities

Mass Activities allow you to select multiple candidates and assign specific activities to them. Only certain activities will be available from this list as determined by your Talent Acquisition System Administrator. Mass activities require a user to select all candidates to apply the activity to and use the "Take Action" drop-down box to select the corresponding activity.

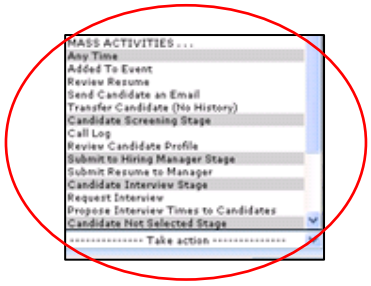
This function is most commonly used when identifying candidate's that are not selected to be hired on a requisition. **We need to identify these candidate's as not selected for a couple reasons:**

- You can keep track of who you are considering versus those that are no longer in consideration.
- It "cleans up" a Candidate Profile allowing a user to quickly evaluate how many positions a candidate is currently being considered for.

Follow these steps to disqualify candidates:

1. Display your requisition that has several candidates listed
2. Click the checkbox next to one or several candidates name listed on this requisition.

3. Scroll down the values in the Take Action box to find the section called Mass Activities. Study the activities that are available for you and select the activity best suited.



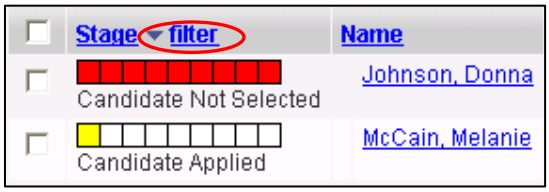
4. Click Go

There are two distinct types of mass disqualifying (Candidate's Not Selected) activities which we will explore in the table below. One illustrates "bulk" disqualification (same reason) and the other illustrates "looping disqualification (various reasons):

Activity Name	Description	Example
Disqualified/Same Reason/Send Email	User can select multiple candidates, select one reason why all of the candidates are being disqualified and send each of them an email template stating that they are no longer in consideration for this requisition.	Once you hire a candidate the remaining candidates on the requisition can be disqualified because you have selected another candidate. This will also send out the notification to candidates that they will still be considered for future requisitions that they are qualified for.
Disqualified/Various Reasons/Send Email	User can select multiple candidates but will be prompted to select a disqualify reason for each candidate. This selection will also send selected candidates an email stating that they are no longer in consideration for this requisition.	You have hired a candidate for a requisition but need to accurately select why all remaining candidates are out of contention: ex: Some candidates failed the interview, some did not meet minimum job requirements, etc... Disqualified candidates will receive an email stating they are no longer being considered for this position.
Disqualified/Same Reason/Enter Notes	User can select multiple candidates, select one reason why all of the candidates are being disqualified, but there will be no emails sent to the candidates indicating this action.	Once you hire a candidate the remaining candidates on the requisition can be disqualified because you have selected another candidate, but the candidates do not need to be notified about this specific requisition via email.
Disqualified/Various Reasons/Enter Notes	User can select multiple candidates but will be prompted to select a disqualify reason for each candidate.	You have hired a candidate for a requisition but need to accurately select why all remaining candidates are out of contention: ex: Some candidates failed the interview; some did not meet minimum job requirements, etc... No emails will be sent in this example.
Mass Disqualified – Not Min Qualified	User can select multiple candidates to disqualify because they do not meet minimum qualification for the requisition.	You have several candidates on a requisition that do not have the required degree, training, or certification and you want to disposition them all at once.
Disqualify Internal Candidates/Enter Notes	User can select multiple candidates that are Internal Candidates/Employees and enter a note for disposition.	After determining there are no internal candidates for a position a recruiter may use this option to disposition employees so they can focus on external candidates.
Manager Disqualified	User can select multiple candidates to indicate a hiring manager has determined they do not wish to pursue a candidate.	The Hiring Manager determines several of the candidates applying don't meet their needs after reviewing.

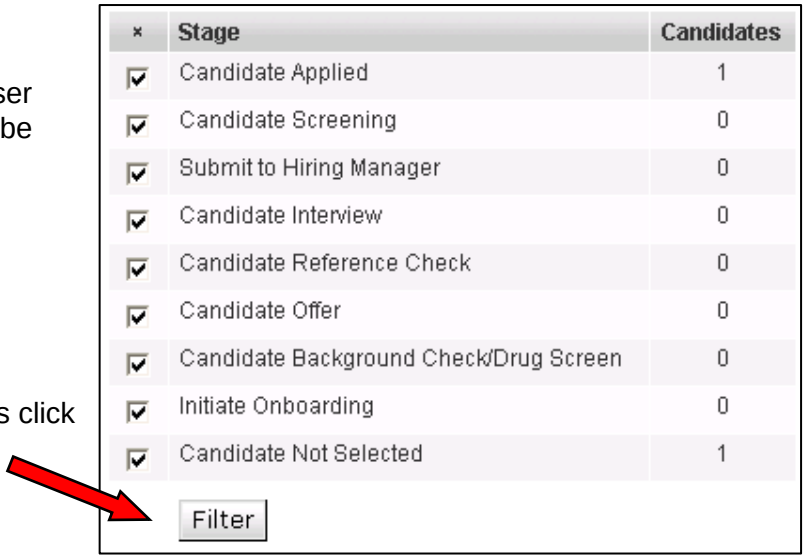
Filtering

To make the candidate section of a Requisition Profile easier to manager, there is a Filter link available in the Candidate section.

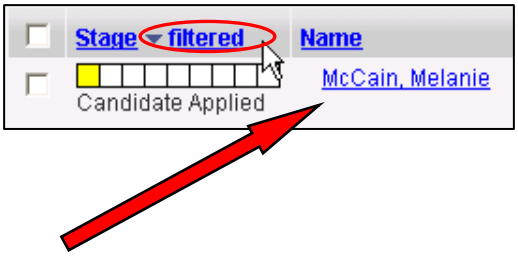


Clicking the Filter button allows a user to select which stages should be visible in the view.

Once you have made your selections click **Filter** to complete.



You can tell a filter is running because the word “Filter” changes to “Filtered”.



Note: For this example, we chose not to show candidates that were not selected. Notice that Donna Johnson is no longer visible.

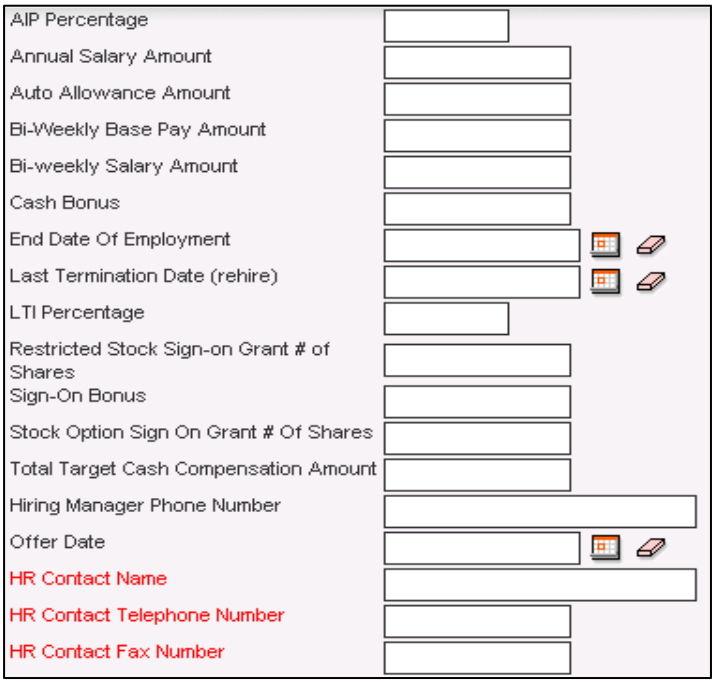
Offer Process

Once a candidate is identified and you are ready to prepare an offer, follow these steps:

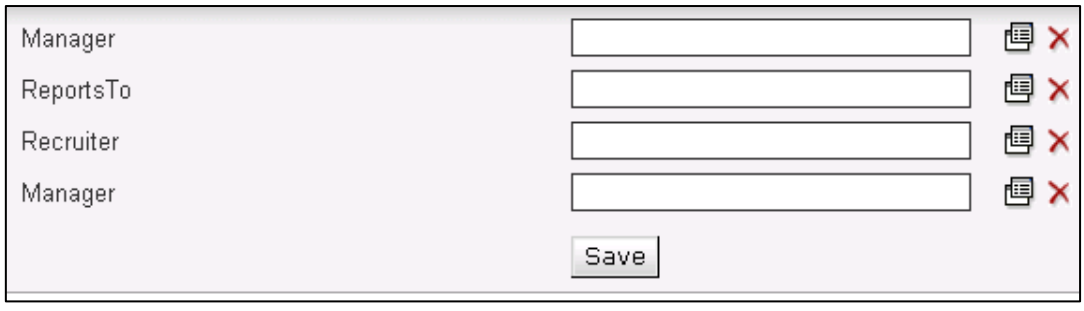
Go to the requisition profile > candidate section > Add New Activity to the candidate you are making the offer to.

From the drop-down, choose Generate Offer, then click Go

Complete all of the fields associated with your candidate.



Click Save when you are ready to route approvals. Input all employees who must approve the offer.



The approvers will receive an email requesting their approval of the offer.

The following offer needs your approval:

Candidate:	**Melanie McCain**
Job Title:	**Administrative Assistant-Level 3**
Requesting Recruiter:	**Mary Vercher**
Requesting Recruiter Email:	Recruiter Email]">mvercher@flowserve.com
Base Amount:	**USD**
Approve:	Click here to Accept / Click here to Decline
Offer Details:	AIP Percentage: End Date Of Employment: LTI Percentage:

Once the offer is approved, you will receive the following email:

Melanie McCain:

The following offer has been approved:

ATTACHED JOB ACTION SALARY FORM

Offer Details:	
AIP Percentage:	5
End Date Of Employment:	
LTI Percentage:	
Last Termination Date (rehire):	
Annual Salary Amount:	52000
Auto Allowance Amount:	
Bi-Weekly Base Pay Amount:	2000
Bi-weekly Salary Amount:	2000
Cash Bonus:	
Restricted Stock Sign-on Grant # of Shares:	
Sign-On Bonus:	
Stock Option Sign On Grant # Of Shares:	
Total Target Cash Compensation Amount:	
Hiring Manager Phone Number:	
Offer Date:	
HR Contact Name:	Rebecca Whitehead
HR Contact Telephone Number:	123-333-2323
HR Contact Fax Number:	123-444-3214

JobChangeSalaryActionProposal.xls

Reminder: The Job Change Salary Action Proposal has to be completed prior to creating the offer letter for the candidate. The file will be attached to the email.

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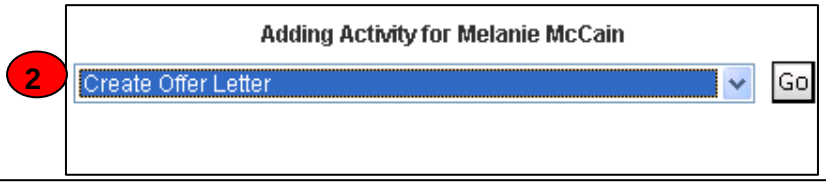
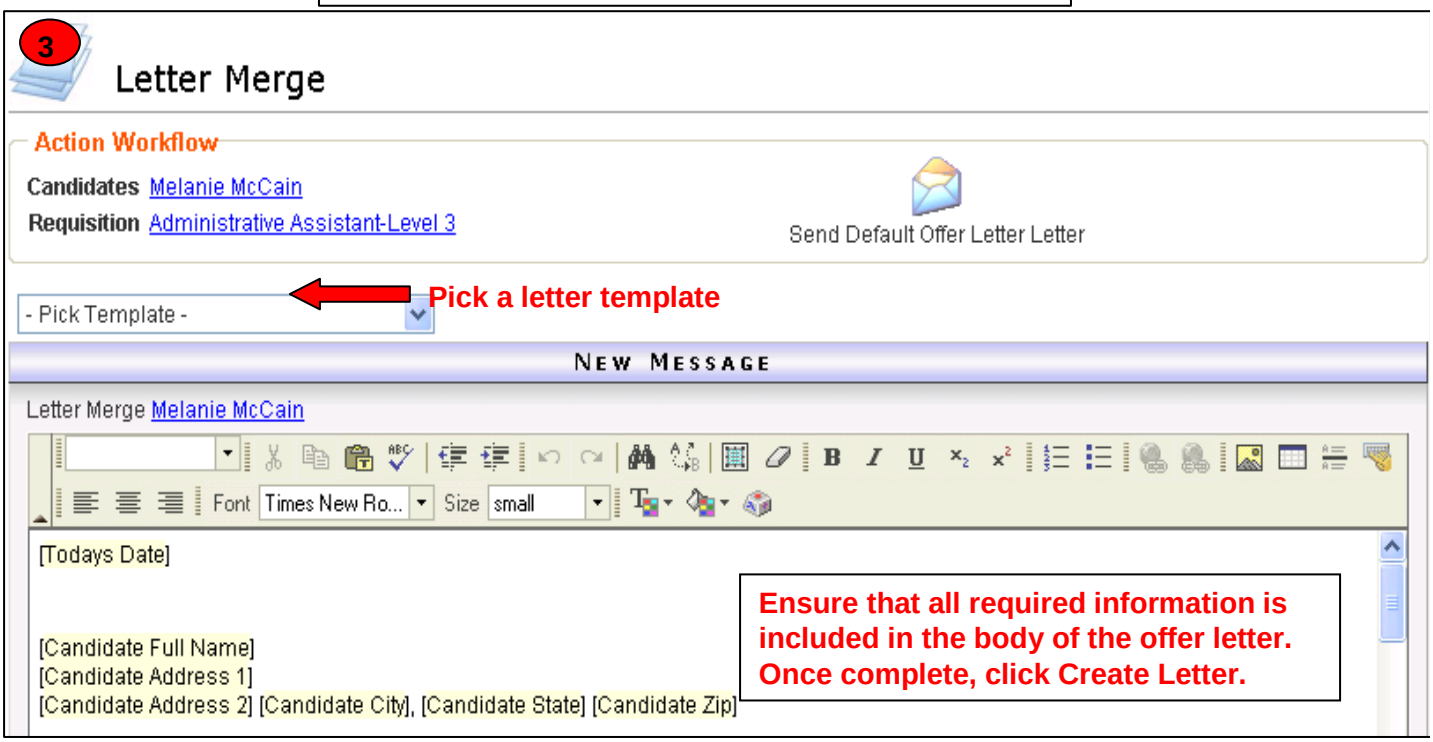
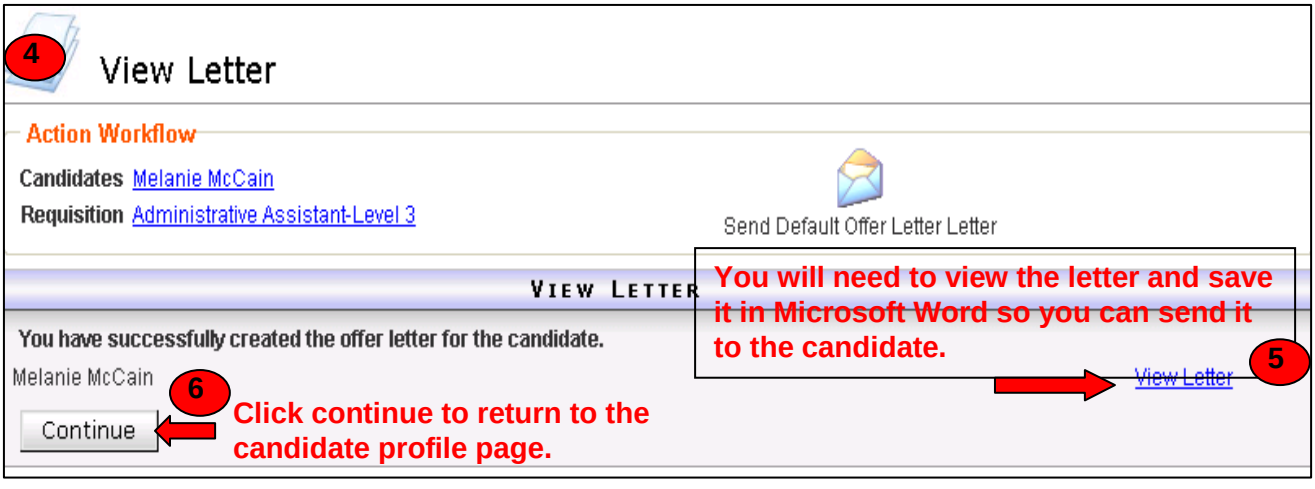
Offer Letter Process

Once the offer has been approved through the Talent Acquisition System and the Job Change Salary Action form has all of the required signatures, follow these 6 steps for candidates:

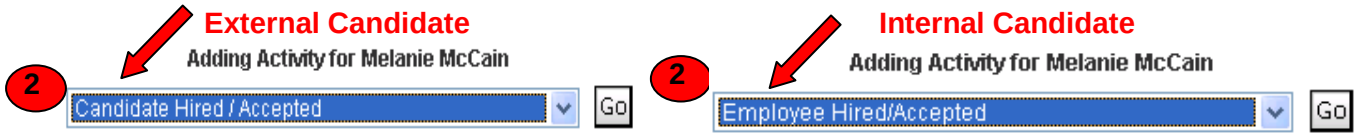


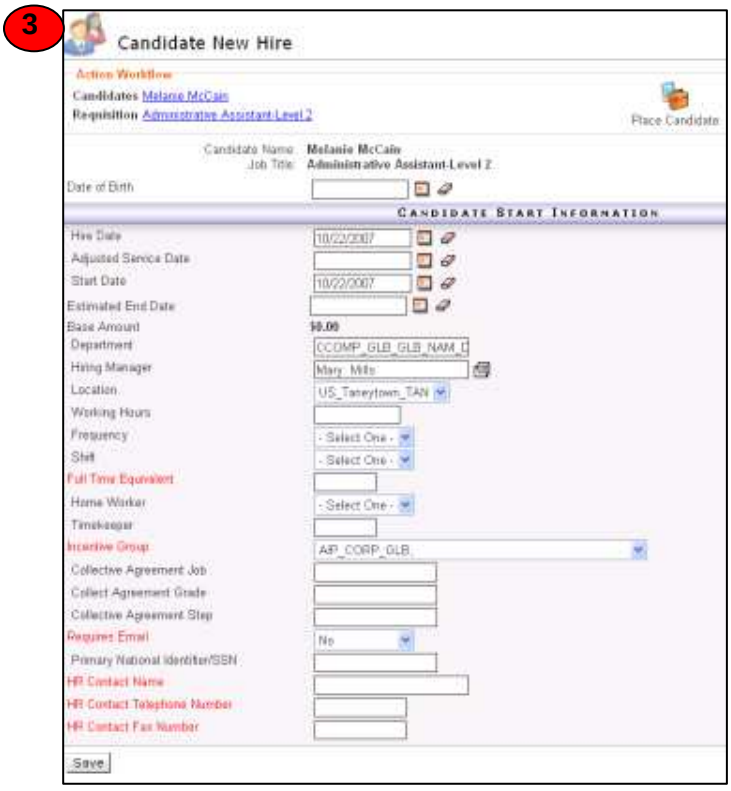

3
Letter Merge
Action Workflow
Candidates Melanie McCain
Requisition Administrative Assistant-Level 3
Send Default Offer Letter Letter
- Pick Template -
Pick a letter template
NEW MESSAGE
Letter Merge Melanie McCain
Font Times New Ro...
Size small
[Todays Date]
[Candidate Full Name]
[Candidate Address 1]
[Candidate Address 2] [Candidate City], [Candidate State] [Candidate Zip]
Ensure that all required information is included in the body of the offer letter. Once complete, click Create Letter.


4
View Letter
Action Workflow
Candidates Melanie McCain
Requisition Administrative Assistant-Level 3
Send Default Offer Letter Letter
VIEW LETTER
You will need to view the letter and save it in Microsoft Word so you can send it to the candidate.
5
View Letter
You have successfully created the offer letter for the candidate.
Melanie McCain
6
Continue
Click continue to return to the candidate profile page.

If the Candidate **accepts** the offer:

Under the Initiate Onboarding section:



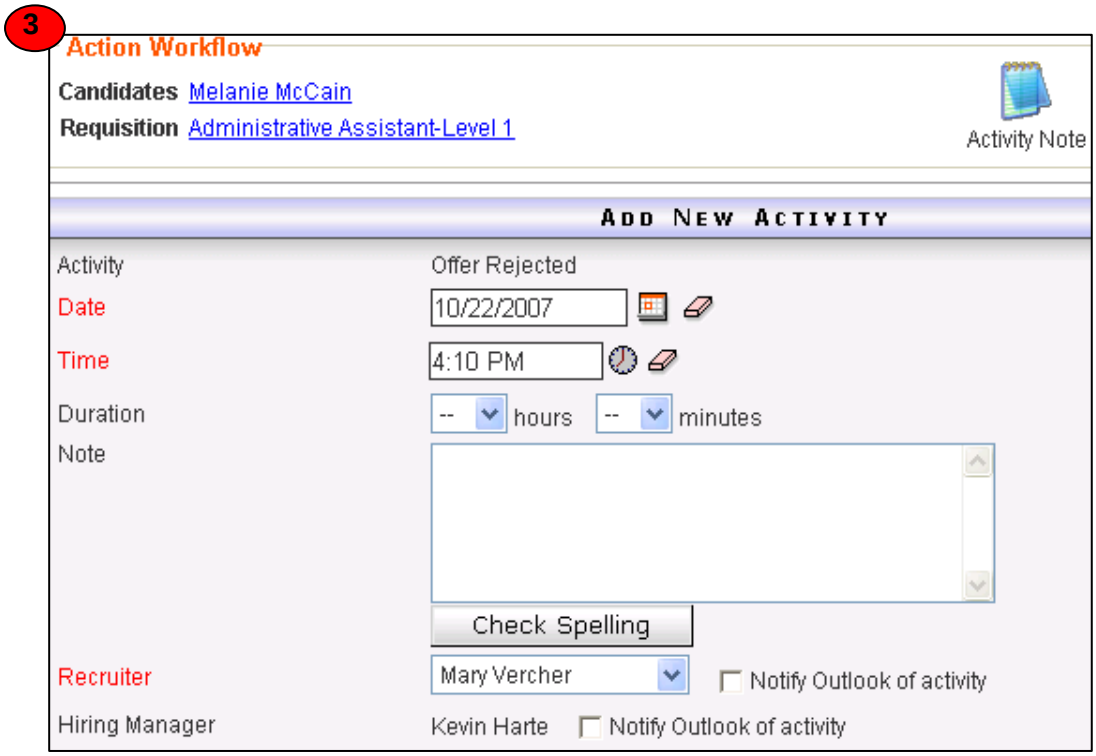


Complete all applicable fields.
Reminder: Fields highlighted in red are required.

Once you click **Save**, the onboarding system will send a welcome email to the New Hire.

If the candidate **declines** the offer:

Under the Candidate Offer section:



Onboarding

Experience In Motion

About Onboarding (Aloha)

The Onboarding Section within the Talent Acquisition System is called “Aloha”. Aloha is a component of the Talent Acquisition System that routes activities for new hires, such as new hire emails and paperwork. Aloha also routes internal notifications regarding tasks that have been distributed to new hires and require action. This guide will go through what a new hire experiences when they receive their notifications, and what a Flowserve task recipient will receive.

Step 1:

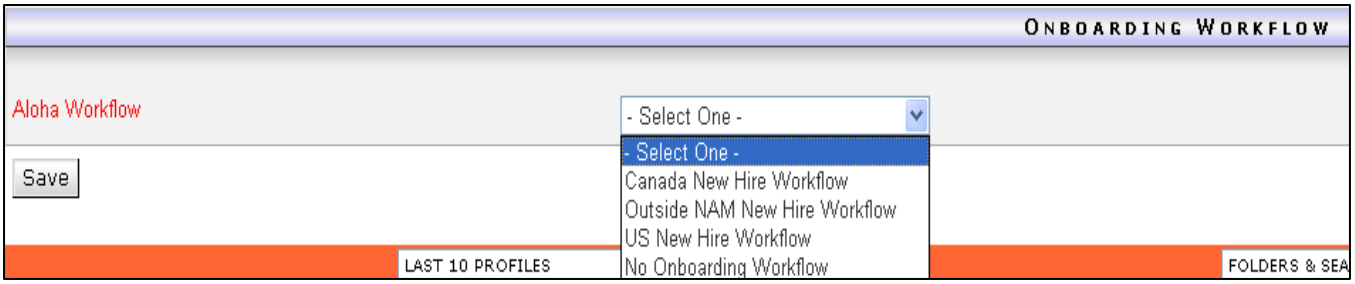
When you are ready to hire a candidate on a requisition you will choose either:

- Candidate Hired / Accepted – this option is used for new hires and re-hires
- Employee Hired / Accepted – this option is used for promotions and transfers

Step 2:

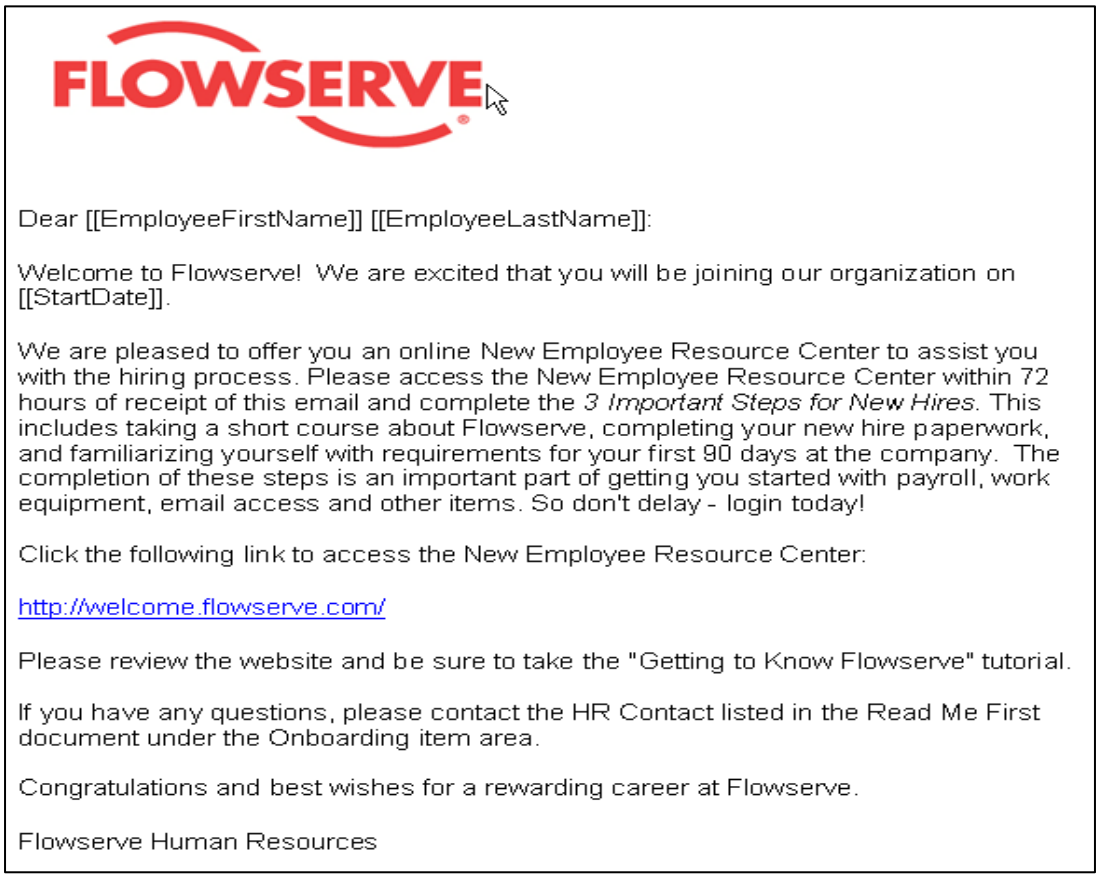
Once you have selected either Candidate Hired / Accepted or Employee Hired / Accepted you will be brought to the placement page. The last field on this page is Aloha Workflow. You will have four options:

- Canada New Hire Workflow – select this option for all new hires or re-hires in Canada
- Outside NAM New Hire Workflow – select this option for all new hires or re-hires made outside of NAM
- U.S. New Hire Workflow – select this option for all U.S. new hires or re-hires
- No Onboarding Workflow – select this for all promotions or transfers globally



What the New Hire Sees:

1. Once an employment offer is accepted, the new hire will receive an email welcoming them to Flowserve and directs them to the New Employee Resource Center at **http://welcome.flowserve.com (for U.S) and http://start.flowserve.com (for outside of the U.S.),** where they are asked to complete their paperwork.



FLOWSERVE

Dear [[EmployeeFirstName]] [[EmployeeLastName]]:

Welcome to Flowserve! We are excited that you will be joining our organization on [[StartDate]].

We are pleased to offer you an online New Employee Resource Center to assist you with the hiring process. Please access the New Employee Resource Center within 72 hours of receipt of this email and complete the *3 Important Steps for New Hires*. This includes taking a short course about Flowserve, completing your new hire paperwork, and familiarizing yourself with requirements for your first 90 days at the company. The completion of these steps is an important part of getting you started with payroll, work equipment, email access and other items. So don't delay - login today!

Click the following link to access the New Employee Resource Center:

http://welcome.flowserve.com/

Please review the website and be sure to take the "Getting to Know Flowserve" tutorial.

If you have any questions, please contact the HR Contact listed in the Read Me First document under the Onboarding item area.

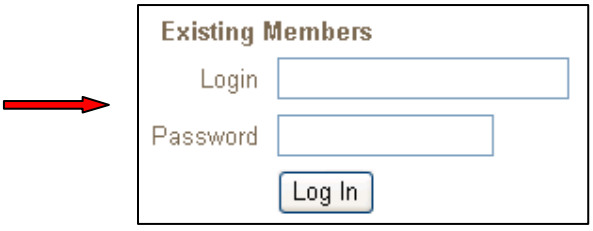
Congratulations and best wishes for a rewarding career at Flowserve.

Flowserve Human Resources

2. Once at the New Employee Resource Center, the new hire accesses the link to complete their paperwork. **(Note that paperwork is currently populated for the U.S. and Canada only.)**

FLOWSERVE
New Employee Resource Center
[Chinese] [Nederlands] [English] [Français] [Deutsch] [Italiano] [Japanese] [Português] [Español-América Latina]
Home
Corporate Overview
Flow Control Division
Pump Division
Flow Solutions Division
New Employee Welcome Book
Questions? Please contact your HR representative.
Welcome to the Flowserve Family
On behalf of the entire leadership team, I want to take this opportunity to welcome you to Flowserve. You are now part of a team of 14,000 global employees who drive the success of the company each and every day. Through the creativity and commitment of individuals like you, we have become a dynamic global leader in the fluid motion and control industry, and we continue to enter into new markets, develop new and innovative products and expand our operations on a global basis.
This resource center, as well as the information and training you will receive in the coming days and weeks, will allow you to become familiar with the company and its operations. It will also describe to you our more than 200 year history and our presence in core industries such as oil and gas, power, chemical and water. Our story is an inspiring one, and it is something of which we are very proud. It is employees like you that will write the next chapter in that story, so I offer you my sincere congratulations on your new role within this great company.
Important Steps
Step One
Complete tutorial titled "Getting to Know Flowserve".
Step Two
Complete new employee paperwork
Step Three
Guidelines for your first 90 days and beyond...
Before Start Date
First Day
First Week
First Month
First 90 Days and Beyond
Complete Checklist (PDF)

Note: The circled link above directs them to their career portal where they will log in using the username and password they created for their candidate profile.



3. Once logged into their career profile, the new hire is presented with a Read Me First document as well as each document they must complete.

   Note: Read Me First – explains how each document is submitted and who the documents must be faxed/returned to.

4. As the new hire accesses and saves/submits each file or form, the system will mark each item as complete. For the U.S., it is important to note, however, that files such as the W-4, I-9, Direct Deposit, Code of Business Acknowledgement, and the EEO form are NOT complete until they are received by the task recipient.

3 -

Onboarding Items

Item	Date Posted	Type	Status
Read Me First - New Hire Paperwork Instructions	10/18/2007	Form	Incomplete
W-4 Form	10/18/2007	File	Incomplete
I-9 Form	10/18/2007	File	Incomplete
Direct Deposit Form (US)	10/18/2007	File	Incomplete
Code of Business Conduct 2007 (U.S.)	10/18/2007	File	Incomplete
Code of Business Conduct Acknowledgement Form	10/18/2007	File	Incomplete
Inventions and Confidentiality Agreement	10/18/2007	Form	Incomplete
Emergency Contact Information	10/18/2007	Form	Incomplete
EEO Form (voluntary)	10/18/2007	File	Incomplete

Note: This will be discussed further in the Task Recipient section.

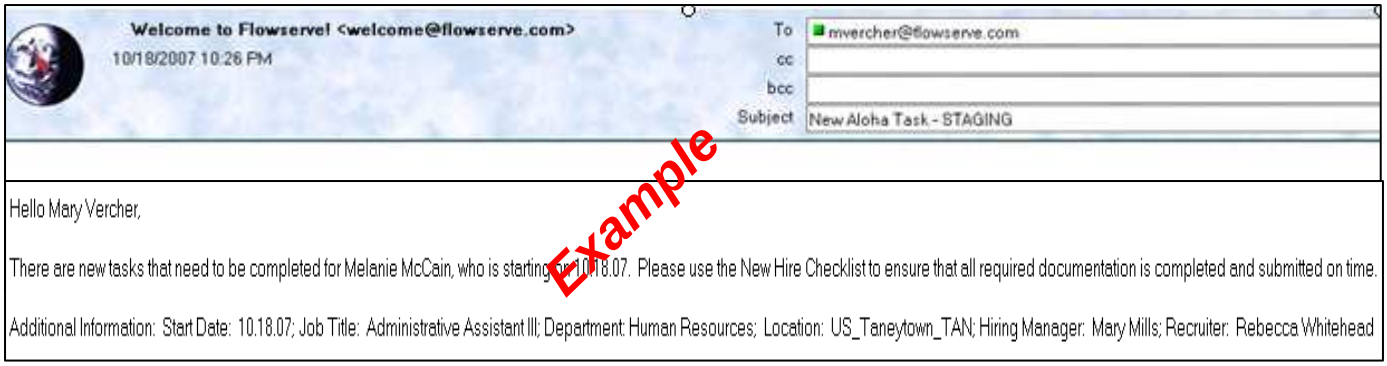
Onboarding Items

Item	Date Posted	Type	Status
Read Me First - New Hire Paperwork Instructions	10/18/2007	Form	Complete

Flowserve Task Recipient View

Receiving Email Notification:

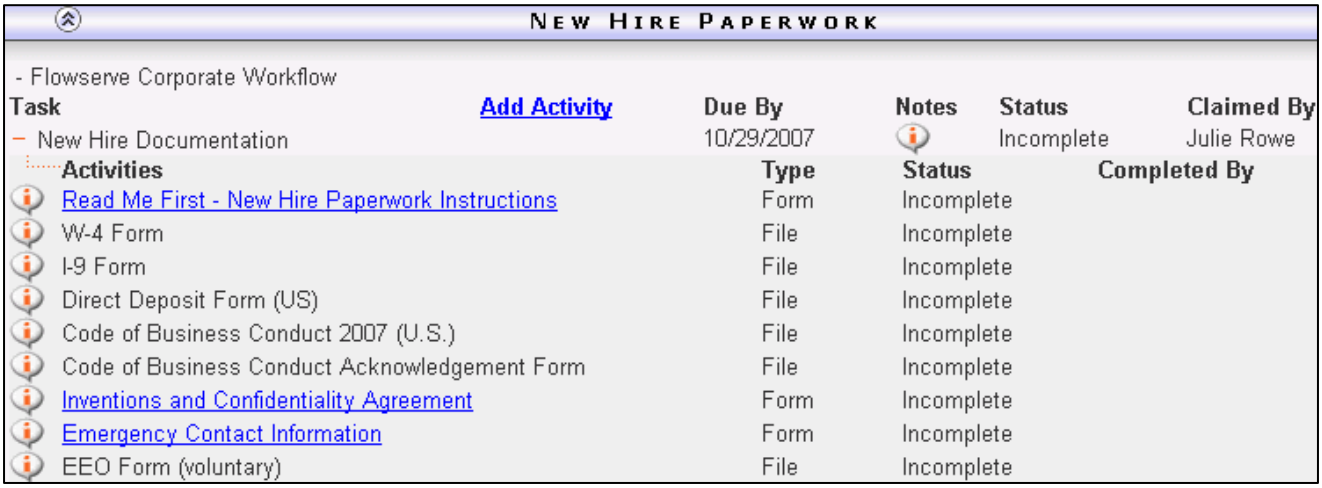
A task recipient may be notified by email that a task has been issued to a new hire or is approaching or past a deadline. When this occurs, the Aloha System will send an email to the task recipient with information about the task and required action.


Welcome to Flowserve! <welcome@flowserve.com>
10/18/2007 10:26 PM
To mvercher@flowserve.com
cc
bcc
Subject New Aloha Task - STAGING
Example
Hello Mary Vercher,
There are new tasks that need to be completed for Melanie McCain, who is starting on 10.18.07. Please use the New Hire Checklist to ensure that all required documentation is completed and submitted on time.
Additional Information: Start Date: 10.18.07; Job Title: Administrative Assistant III; Department: Human Resources; Location: US_Taneytown_TAN; Hiring Manager: Mary Mills; Recruiter: Rebecca Whitehead

Tracking New Hire Progress:

1. Open the New Hire's Profile (Candidate Profile)

2. Click the + next to New Hire Documentation to view a list of documents the new hire needs to complete.



NEW HIRE PAPERWORK

- Flowserve Corporate Workflow

Task	Add Activity	Due By	Notes	Status	Claimed By
− New Hire Documentation		10/29/2007		Incomplete	Julie Rowe

Activities	Type	Status	Completed By
Read Me First - New Hire Paperwork Instructions	Form	Incomplete	
W-4 Form	File	Incomplete	
I-9 Form	File	Incomplete	
Direct Deposit Form (US)	File	Incomplete	
Code of Business Conduct 2007 (U.S.)	File	Incomplete	
Code of Business Conduct Acknowledgement Form	File	Incomplete	
Inventions and Confidentiality Agreement	Form	Incomplete	
Emergency Contact Information	Form	Incomplete	
EEO Form (voluntary)	File	Incomplete	

Task	Details
Task	Displays the name of the task.
Due By	The date the task needs to be completed.
Notes	Allows you to view or add notes about the employee.
Status	Displays the task's status (Incomplete or Complete). **Note: Complete only indicates that a new hire has accessed a file for download – it does not mean that they have submitted the info in hard copy.**
Claimed By	The user who has claimed responsibility for completing the task.

New Hire Checklist for U.S. Only

Human Resources will need to track the new hire documents. For U.S. Hires, the New Hire Checklist will need to be completed and faxed to GHRS with the required documentation. **Note:** You will continue to use the GHRS checklist currently in place.

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Email: GlobalHRSolutions@flowserve.com

New Hire/Rehire Checklist (US Only)

# of Pages Attached: _____

Employee Name:		**HR Contact:**	
File #:		**HR Phone #:**	
Hire Date:		**Date Submitted:**	
Pay Group:		**Adjusted Hire Date:**(1)	

HR	New Hire / Rehire Documents (payroll setup will not occur without all required documents)	GHRS use only	Payroll use only
☐	W-4 Form (federal withholding) *(required)*	☐	☐
☐	State Withholding Form *(Excluding: Texas, Tennesee, Florida, Alaska, Washington, South Dakota, Wyoming, New Hampshire and Nevada)*	☐	☐
☐	Local / County Tax Form *(where applicable)*	☐	☐
☐	I-9 Employment Eligibilty Verification (with photocopies) *(required)*	☐	☐
☐	Determination of Foreign National Residency fo Tax Purposes Form *(where applicable)*	☐	☐
☐	Offer Letter *(required)*	☐	☐
☐	Sign-On Bonus Form *(where applicable)*	☐	☐
☐	Direct Deposit Form *(required)*	☐	☐
☐	Background Check Results and Release Form *(required)*	☐	
☐	Pre-Employment Drug Screen Results *(required)*	☐	
☐	Employee Application *(required)*	☐	
☐	Code of Conduct or Union Forms *(where applicable)* *(required)*	☐	
☐	State Employment Agency Posting *(or explanation)* *(required)*	☐	
☐	**Employee's Union Code:** *(required)* ☐ USW-Dayton ☐ USW-Vernon ☐ IAM-Cleveland ☐ IAM-Lynchburg ☐ Not in a Union	☐	
☐	Voluntary Supplemental Data Sheet (EEO / VETS / Disablity) *(required)*	☐	
☐	**Employee's Vacation Plan:** *(required)* ☐ Standard ☐ Part-Time ☐ Dayton ☐ Vernon ☐ Not Eligible ☐ Executive ***(SRVP HR, Approval Req.)*** ☐ Mid-Career ***(HR Dir, Appoval Req.)***	☐	
☐	**Employee's Payroll Name:** *(required)* ***US_DAL_BW_*** ☐ CORPS ☐ CORPH ☐ CORPN ☐ DIVS ☐ DIVH ☐ UCLE1 ☐ UDAY1 ☐ ULYN1 ☐ UVER1 (***Reminder:*** Only Associate job titles are assigned to DIVN & CORPN)	☐	
☐	Inventions & Confidentiality Agreement *(not mandatory)*	☐	
☐	Export Compliance Form *(where applicable)*	☐	

Comments:

For GHRS Use Only:		For Payroll Tax Use Only:	For Payroll Processor Use Only:
☐ Homeworker	☐ Vacation Plan	☐ Work Location	☐ Pay Group
☐ Rehire	☐ SSN	☐ Live Location	☐ FLSA Status
☐ Payroll Name	☐ Pay Rate	☐ Local Tax	☐ Rate Type
☐ Location Code	☐ Stock Grant(2)	☐ School District	☐ Pay Rate
☐ Pay Type		☐ Home Worker	☐ Address
☐ Exempt/Nonexempt		☐ Foreign National	☐ Moving Bonus $_____
☐ Cost Center Format			☐ Sign On Bonus $_____
☐ Deleted Employee?			
GHRS Comments:		**Payroll Tax Comments:**	**Payroll Processor Comments:**

(1) Benefits contacted for Adjusted Date of Hire (for rehires that have gone 6 months or more)
(2) Email offer letter to VP C&B for all stock grants

GHRS _____ Tax Account _____ Payroll Processor _____

New Hire Process – U. S. Only

All new hires will be processed online through the Talent Acquisition System by HR Operations and Hiring Managers. For hires made through the Talent Acquisition System, HR Operations is not required to submit the 'Hire Employee' transaction through the Global Employee Management Solution system (GEMS). They should, however, validate the candidate data in the Talent Acquisition System, as this will automatically feed GEMS, which will automatically feed ADP (payroll).

Two fields that were not required in GEMS will be required in the Talent Acquisition System, as they are required for ADP: AIP Incentive Group and Timekeeper. The Timekeeper is what links the new hire to their correct timekeeper who will be responsible for submitting their hours.

Once the candidate has accepted the offer, HR Operations will change them to 'Candidate Hired/Accepted' in the Talent Acquisition System. This triggers two actions:

1. Aloha On-boarding Process: the new hire will either be emailed a link or mailed new hire documentation to complete and return by fax or mail to HR Operations.

2. Transition of the new hire's data from the Talent Acquisition System to GEMS.

New hires will be instructed to fax or email all required paperwork to HR Operations prior to their start date. HR Operations will review the paperwork and once all is completed correctly, they will email to Global HR Solutions (GHRS) at GlobalHRSolutions@flowserve.com or fax to (972) 443-6974 before the new hire's start date.

Note: The candidate must be changed to 'Candidate Hired/Accepted AND GHRS must receive the new hire paperwork no later than the Wednesday one week prior to their first paycheck. (see example below)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		New hire paperwork due to GHRS	New hire paperwork due to GHRS	
Time keeper submits hours for new hire				1st Payday for new hire

The documents listed below are or may be required in order for the new hire to be set up in ADP and paid correctly on their first payday:

- Federal W-4 (required)
- State Withholding Form for the following states (where applicable): Alabama, Arizona, Arkansas, California, Connecticut, Georgia, Illinois, Indiana, Iowa, Kentucky, Maryland, Michigan, Mississippi, New Mexico, North Carolina, Ohio, Puerto Rico, and Virginia. (Links to State Tax Forms can be found on Passport)
- Local/County Tax Form (where applicable): for employees who are required to have local taxes withheld
- Certificate of non-residence (where applicable): for employees who work in one state and live in another. (see the Reciprocal Tax Agreements document on Passport)
- Direct Deposit Form (required, include copy of a voided check)
- Sign-On Bonus Form (where applicable)

See the New Hire Checklist located on Passport for a list of additional required documents.

HR Operations will review and validate original documents as required by law, on the new hire's start date. These do not need to be faxed to GHRS unless there are changes to what was submitted previously.

Validation of New Hire Data in GEMS

Upon receipt of the new hire paperwork, GHRS will validate the transfer of the new hire's data from the Talent Acquisition System to GEMS **(This may not be applicable)** will add the I-9 information. If the new hire's data is missing, incorrect or requires clarification, GHRS will contact HR Operations and make any required corrections in GEMS. Depending on the type of correction, HR Operations may be required to obtain additional approvals before the correction can be made in GEMS.

Completing the New Hire Record in GEMS

There are items HR Operations was previously able to enter in the GEMS Hire Employee transaction that will now need to be entered by HR Operations after the new hire's data has been transferred from the Talent Acquisition System to GEMS:

- Visa Information: Use the GEMS HR Self-Service, Additional Personal Information transaction to add information for new hires who are employed on a Visa: Visa Country, Visa Type, Visa Number, Visa Issue Date and Visa Expiration Date.

- Assign New Direct Reports: For new manager hires, use the GEMS HR Self-Service, Manager Change transaction to assign direct reports. Use the 'Assign New Direct Reports' section of this transaction.

Setting up the New Hire in ADP

Our GEMS database is set up to automatically feed new hire data to ADP every evening. The new hire will go into ADP as 'Active' but will be 'Incomplete' and unable to be paid until their local, state (as applicable) and W-4 tax withholding information has been entered into ADP by Payroll GHRS. As such, it is critical that HR Operations send the required new hire paperwork to Payroll GHRS as soon as possible.

Upon receipt of the local, state (as applicable) and W-4 tax withholding forms and Direct Deposit forms, Payroll GHRS will update the new hire's record in ADP. Entry of the W-4 forms will enable the new hire to be paid.

Note: If the Federal W-4 is not received in time to process the new hire's first paycheck, Payroll GHRS will default their Federal W-4 into ADP as single with zero exemptions.

Change in Start Date

Should a new hire's start date change, notify GHRS immediately by sending an email to GlobalHRSolutions@flowserve.com. GHRS will update the date in GEMS, which will automatically update the date in ADP.(Does Cyndie need to update TAS)

No-Show on First Day

If the new hire does not show up for work on their start date, notify GHRS immediately by sending an email to GlobalHRSolutions@flowserve.com. You will need to inform them if a new start date has been determined, or if the new hire will not be joining Flowserve and should be removed from GEMS and ADP.

If the new hire will not be joining Flowserve please disqualify the candidate in the Talent Acquisition System after you have notified GHRS.

Processing a Sign-On Bonus for New Hire

Some new hires are offered a sign-on bonus during the offer process through the Talent Acquisition System. Unfortunately, there is currently not a method to transfer this information from the Talent Acquisition System to GEMS, then to ADP. HR Operations must complete the Sign-On Bonus Form and return it to GHRS along with the new hire paperwork.

Note: The Sign-On Bonus is different from a Relocation Bonus. Relocation Bonuses will be processed by EHRO and the Relocation Administrator.